



Office of Juvenile Justice and Delinquency Prevention

# Office of Juvenile Justice and Delinquency Prevention

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) was established by the President and Congress through the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, Public Law 93–415, as amended. Located within the Office of Justice Programs of the U.S. Department of Justice, OJJDP's goal is to provide national leadership in addressing the issues of juvenile delinquency and improving juvenile justice.

OJJDP sponsors a broad array of research, program, and training initiatives to improve the juvenile justice system as a whole, as well as to benefit individual youth-serving agencies. These initiatives are carried out by seven components within OJJDP, described below.

### **Research and Program Development Division**

develops knowledge on national trends in juvenile delinquency; supports a program for data collection and information sharing that incorporates elements of statistical and systems development; identifies how delinquency develops and the best methods for its prevention, intervention, and treatment; and analyzes practices and trends in the juvenile justice system.

**Training and Technical Assistance Division** provides juvenile justice training and technical assistance to Federal, State, and local governments; law enforcement, judiciary, and corrections personnel; and private agencies, educational institutions, and community organizations.

**Special Emphasis Division** provides discretionary funds to public and private agencies, organizations, and individuals to replicate tested approaches to delinquency prevention, treatment, and control in such pertinent areas as chronic juvenile offenders, community-based sanctions, and the disproportionate representation of minorities in the juvenile justice system.

State Relations and Assistance Division supports collaborative efforts by States to carry out the mandates of the JJDP Act by providing formula grant funds to States; furnishing technical assistance to States, local governments, and private agencies; and monitoring State compliance with the JJDP Act.

Information Dissemination Unit informs individuals and organizations of OJJDP initiatives; disseminates information on juvenile justice, delinquency prevention, and missing children; and coordinates program planning efforts within OJJDP. The unit's activities include publishing research and statistical reports, bulletins, and other documents, as well as overseeing the operations of the Juvenile Justice Clearinghouse.

Concentration of Federal Efforts Program promotes interagency cooperation and coordination among Federal agencies with responsibilities in the area of juvenile justice. The program primarily carries out this responsibility through the Coordinating Council on Juvenile Justice and Delinquency Prevention, an independent body within the executive branch that was established by Congress through the JJDP Act.

Missing and Exploited Children's Program seeks to promote effective policies and procedures for addressing the problem of missing and exploited children. Established by the Missing Children's Assistance Act of 1984, the program provides funds for a variety of activities to support and coordinate a network of resources such as the National Center for Missing and Exploited Children; training and technical assistance to State clearinghouses, nonprofit organizations, law enforcement personnel, and attorneys; and research and demonstration programs.

The mission of OJJDP is to provide national leadership, coordination, and resources to prevent juvenile victimization and respond appropriately to juvenile delinquency. This is accomplished through developing and implementing prevention programs and a juvenile justice system that protects the public safety, holds juvenile offenders accountable, and provides treatment and rehabilitative services based on the needs of each individual juvenile.



### U.S. Department of Justice Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention

810 Seventh Street NW. Washington, DC 20531

### Janet Reno

Attorney General U.S. Department of Justice

### Raymond C. Fisher

Associate Attorney General

### **Laurie Robinson**

Assistant Attorney General

### **Shay Bilchik**

Administrator
Office of Juvenile Justice and Delinquency Prevention

The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime.

### **Table of Contents**

	Administrative Require	ments	
Instructions for	Completing Applications for Assista	ance	
Recom	nended Steps		
Reference and	esource Support		
General Eligibil	ty Requirements		
General Applic	tion Requirements		
		mont Suspension and Other	
Cerunc	tions Regarding Lobbying; Debarr		
Audit R <b>endix A: A</b> p	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit R endix A: Ap Checklist for O	Responsibility Matters; and Dru equirements  plication Forms and Che  DP Applications	g-Free Workplace Requirements	
Audit R endix A: Ap Checklist for OJ Standard Form	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit R endix A: Ap Checklist for OJ Standard Form Standard Form	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit R endix A: Ap Checklist for OJ Standard Form Standard Form Instructions for	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit R endix A: Ap Checklist for OJ Standard Form Standard Form Instructions for Budget Detail V	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit Rendix A: Apendix A: Apendi	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit Rendix A: Apendix A: Apendi	Responsibility Matters; and Dru equirements  plication Forms and Che  DP Applications  24  Completing the Standard Form 424 (orksheet	g-Free Workplace Requirements	
Audit Rendix A: Ap Checklist for Of Standard Form Standard Form Instructions for Budget Detail V Budget Detail V Instructions for OJP Form 4000	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit Rendix A: Ap  Checklist for OJ Standard Form Standard Form Instructions for Budget Detail V Budget Detail V Instructions for OJP Form 4000 OJP Form 4061	Responsibility Matters; and Dru equirements	g-Free Workplace Requirements	
Audit Rendix A: Ap  Checklist for Of Standard Form Standard Form Instructions for Budget Detail V Budget Detail V Instructions for OJP Form 4000 OJP Form 4061 and Ot	Responsibility Matters; and Druequirements  plication Forms and Che DP Applications  24  24 (Sample)  Completing the Standard Form 424  Corksheet  Corksheet (Sample)  Program Narrative  3 (Assurances)  6 (Certifications Regarding Lobbyiter Responsibility Matters; and Druequirements	g-Free Workplace Requirements	
Audit R endix A: Ap Checklist for OJ Standard Form Instructions for Budget Detail V Budget Detail V Instructions for OJP Form 4000 OJP Form 4061 and Ot Standard Form	Responsibility Matters; and Druequirements  plication Forms and Che  DP Applications  24  24 (Sample)  Completing the Standard Form 424  Yorksheet  Yorksheet (Sample)  Program Narrative  3 (Assurances)  6 (Certifications Regarding Lobbyiner Responsibility Matters; and Drull LL (Disclosure of Lobbying Activity	g-Free Workplace Requirements	
Audit R endix A: Ap Checklist for OJ Standard Form Instructions for Budget Detail V Budget Detail V Instructions for OJP Form 4000 OJP Form 4061 and Ot Standard Form	Responsibility Matters; and Druequirements  plication Forms and Che  DP Applications  24  24 (Sample)  Completing the Standard Form 424  Yorksheet  Yorksheet (Sample)  Program Narrative  3 (Assurances)  6 (Certifications Regarding Lobbyiner Responsibility Matters; and Drull LL (Disclosure of Lobbying Activity	g-Free Workplace Requirements	
Audit Rendix A: Apendix A: Apendix A: Apendix A: Apendix B: Apendix B: Pendix B: Pendix B: Pendix B: Pendix B: Pendix B: Pendix A: Apendix A: A	Responsibility Matters; and Druequirements  plication Forms and Che  DP Applications  24  24 (Sample)  Completing the Standard Form 424  Vorksheet  Program Narrative  3 (Assurances)  6 (Certifications Regarding Lobbying Responsibility Matters; and Drue LL (Disclosure of Lobbying Activiter Review Information	g-Free Workplace Requirements	

### Introduction

Although arrests of juveniles for violent crimes have decreased for the second straight year, overall incidents of violent crime and drug use among juveniles are still significantly higher than they were 10 years ago. It is critical to continue the kinds of community and government efforts that have contributed to declining trends in juvenile crime, including collaboration among Federal, State, and local government, private organizations, and community agencies.

What is perhaps most discouraging is the randomness of the violence exhibited by many youth who commit violent crimes. Children need a balance of support and structure. To respect the rights of others, they must feel valued themselves. They must be taught that their actions have consequences if they are to distinguish right from wrong. Communities, families, schools, peer groups, and individuals can influence juveniles in both nurturing and harmful ways. It is critical, therefore, that we take advantage of the opportunities we have to intervene in the lives of youth and make a lasting, positive difference. This is a job for a network of committed individuals and groups who share the desire to promote healthy intervention, development, and support for youth at risk of involvement in violent crime while enforcing personal accountability for serious, violent, and chronic juvenile offenders.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has established a comprehensive framework for improving the juvenile justice system through the publication of three documents that outline specific strategies for handling juvenile crime issues. Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders, published in 1993, set the groundwork by defining the elements and establishing the principles of a successful strategic approach. Two years later, the Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders provided more detailed program information on implementing effective strategies. The third document, Combating Violence and Delinquency: The National Juvenile Justice Action Plan (1996), outlines eight objectives that communities can adopt to protect the public's safety and support and serve the needs of children.

Using this foundation and the range of funding opportunities OJJDP offers for FY 1998, communities can establish and expand programs and resources designed to reduce juvenile delinquency, improve and increase accountability within the juvenile justice system, and protect children from abuse and neglect, exploitation, and substance abuse. Program announcements will be published for the following programs:

u	Juvenile Justice and Delinquency Prevention Act, Parts C and D, Title II, Discretionary Grants
	Missing and Exploited Children's Program.
	Juvenile Mentoring.
	Substance Abuse Reduction.
	Combating Underage Drinking.
	Juvenile Accountability Incentive Block Grant.
	Drug-Free Communities.

Due to the wide range of funding opportunities and their various requirements and deadlines, OJJDP is initiating a new process. Separate program announcements will be published for each funding opportunity and each announcement will address the program's nature and purpose and enumerate application requirements and deadlines. **These program announcements will not include application forms.** This *FY* 1998 OJJDP Application Kit features application instructions, forms (including the SF–424), and review

guidelines that apply to all OJJDP funding opportunities unless otherwise noted. I encourage you to communicate with our Juvenile Justice Clearinghouse and subscribe to JUVJUST, our electronic mailing list (see page 69) to keep abreast of OJJDP funding opportunities as they are announced.

It is my belief that through strengthening the juvenile justice system and enhancing opportunities for juveniles to be safe and law abiding, the programs supported through OJJDP's FY 1998 funding have the potential to assist communities in their work to achieve further decreases in juvenile crime.

Shay Bilchik

Administrator

Office of Juvenile Justice and Delinquency Prevention

### **Application and Administrative Requirements**

### **Instructions for Completing Applications for Assistance**

Applying for funds from a Federal agency can be challenging for any applicant. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides resources and the following set of instructions and examples to help alleviate this confusion.

### **Recommended Steps**

Review the specific Request for Proposal (RFP), paying specific attention to the eligibility requirements and due date(s). The RFP's are available from the Juvenile Justice Clearinghouse. Page 4 of this <i>Application Kit</i> outlines general eligibility requirements but may be overridden by specific ones outlined in the RFP.
Read the <i>Application Kit</i> from cover to cover to familiarize yourself with the application instructions and forms, paying particular attention to the <b>required</b> components of the application package, other format and content guidelines, and the Peer Review Guideline (the established review process followed by OJJDP and its contracting agency).
Contact the Juvenile Justice Clearinghouse with questions or for more copies of the RFP's or <i>Application Kit</i> . See page 4 for details on contacting the Clearinghouse.
Contact the OJJDP Program Manager for specific questions about the content of the RFP.
Prepare an application package that includes these <b>required</b> components: <b>forms</b> (Standard Form 424, Assurances, Certifications, and Disclosure); <b>project specifications</b> (Project Abstract, Budget Detail/Narrative Worksheet, and Program Narrative); and the <b>appendix</b> (timeline of major milestones including project deliverables and résumés of all personnel) using the instructions and details outlined in General Application Requirements, pages 4–7. Original copies of forms and other attachments should be signed in blue ink. Prepare and include a Table of Contents and be sure to also use and include the Checklist for OJJDP Applications on page 13 of this <i>Application Kit</i> for assistance in submitting a complete application package.
Review the application package to ensure that it is complete and that all required forms are signed and included.
Submit the original and five copies of the application package using a mail carrier or delivery service that will ensure delivery by 5 p.m. ET on the due date. The original must be marked "original" and include original signatures on the forms in blue ink. The due date is specified in each RFP. Unless otherwise noted in the RFP, page 7, under Submitting Your Application, provides the address to send the application package. Be sure that the program name you are applying for appears in the lower left corner of the envelope.
Await written or oral confirmation that your application package was received and, subsequently, whether or not your program was selected for funding.

### **Reference and Resource Support**

Information and assistance on current and future funding opportunities, additional copies of the *Application Kit* and RFP's, and copies of reference materials cited in the RFP's are available from OJJDP's Juvenile Justice Clearinghouse. You may contact the Clearinghouse via telephone, fax, mail, or computer.

Phone: 800–638–8736 (Monday–Friday, 8:30 a.m.–7 p.m. ET)

Fax-on-Demand: 800–638–8736, select option 1, then option 2 (24 hours a day, 7 days a week)

Fax: 301–519–5212

Mail: JJC, P.O. Box 6000, Rockville, MD 20849–6000

E-Mail: askncjrs@ncjrs.org

Home Page: www.ncjrs.org/ojjhome.htm

Copies of the RFP's and Application Kits are available by the following:

Mail: Copies will be sent first class and will take approximately 3–5 days. Fax-on-Demand: Copies can be sent to your attention via fax immediately upon request

(**NOTE:** There may be a short delay depending on the volume of requests).

Online: Text can be downloaded from OJJDP's home page, Grants and Funding section,

immediately upon request.

Updates on grants and funding opportunities, including award announcements, are also available. Call the Clearinghouse at 800–638–8736; select option 4 for agency news and option 3 for grants and funding information.

### **General Eligibility Requirements**

Applications are invited from eligible public and private agencies, organizations, institutions, individuals, or combinations thereof. If eligible for an assistance award, private for-profit organizations must agree to waive any profit or fee. Joint applications by two or more eligible applicants are welcome, provided that one organization is designated as the primary applicant and the other(s) as coapplicant(s).

Applicants must demonstrate that they have experience in the design and implementation of the type of program or program activity for which they are applying and have the management and financial capability to effectively implement a project of the size and scope delineated in the program description. Each applicant must also demonstrate the capability to manage the program in order to be eligible for funding consideration.

**NOTE:** Eligibility differs from program to program. Please consult individual RFP's for specific eligibility requirements.

### **General Application Requirements**

OJJDP prepares specific RFP's that address particular programs and policy goals of the Office. Any application sent to OJJDP must respond to a particular RFP. Each RFP stipulates what the application must contain and the selection criteria by which each proposal will be reviewed.

The following section provides a brief description of the mandatory components, broken out by the three key sections (Forms, Project Specifications, and Appendix) of an application package. Unless otherwise noted in the specific RFP, the original and five copies of the application package must include and address each component. The package should also include a Table of Contents, and each page of the application package should be numbered.

### **Forms**

Four forms comprise this section: Standard Form 424, OJP Form 4000/3, OJP Form 4061/6, and Standard Form LLL.

### Standard Form 424

SF–424 is a cover sheet for the OJJDP funding application. A copy and sample, along with instructions to complete the 18 data fields, are included in appendix A. **NOTE:** *No application will be accepted without a complete, signed, original SF–424.* A frequently asked question is, What is the *Catalog of Federal Domestic Assistance* number requested in item 10 of the SF–424? Each funding opportunity has a number that corresponds to a funding source and category—the number is found in the *Catalog of Federal Domestic Assistance*.

### Assurances, Certifications, and Disclosure

Three forms that address assurances, certifications, and disclosures must be read, signed, and included in the application package. Copies are available in appendix A. Sign originals in blue ink.

OJP Form 4000/3 (Assurances) includes a list of assurances that govern the use of Federal funds for federally assisted projects.
OJP Form 4061/6 (Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements) commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement)" and "Government-Wide Requirement for Drug-Free Workplace (Grants)." The certifications will be treated as material representations of the facts on which reliance will be placed by the U.S. Department of Justice in making awards.
Standard Form LLL (Disclosure of Lobbying Activities) is requested pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered Federal action. <b>NOTE:</b> <i>SF–LLL form is not required if there are no lobbying activities to disclose</i>

### **Project Specifications**

Three components comprise this section.

### Project Abstract

The Project Abstract, limited to 150–200 words, highlights key points of the proposed project. The abstract should briefly present the goals of the project and how the applicant intends to accomplish them.

### Budget Detail Worksheet/Budget Narrative

To understand how the grant award will be used by the applicant, OJJDP requires a Budget Detail Worksheet, accompanied by a Budget Narrative, in the application. The Budget Detail Worksheet must break down into more explicit terms the costs associated with the project. It must show how the applicant arrived at the total amount of the requested award.

The Budget Narrative should closely follow the content of the Budget Detail Worksheet. The narrative must provide justification for all proposed costs. Among other things, the narrative must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how indirect costs (if applicable) were calculated. The Budget Narrative should refer to the Program Narrative and justify the specific items listed (particularly supplies, travel, and equipment). Finally, the applicant must show that all costs in the application are reasonable.

A sample Budget Detail Worksheet with narrative incorporated is included on page 27 to assist you. As noted on the sample, applicants can provide budget details and narrative using any format or form as long as all required elements are included. However, to ensure that the application package is complete and to assist with the screening and review process, applicants are strongly encouraged to use the provided form or the outlined format.

### Program Narrative

The Program Narrative should address the RFP's specific criteria and/or application requirements, illustrate how the proposed project identifies and will resolve problems in the community, and fully describe the expected design and implementation of the proposed program. Unless the specific RFP contains other program-specific criteria, the Program Narrative should address the following areas:

**Problem(s)** To Be Addressed. The problem to be addressed by the project is clearly stated.

**Goals and Objectives.** The goals and objectives of the proposed project are clearly defined and the outcomes are measurable. A key element to goals, objectives, and outcomes is a timeline of key milestones, including project deliverables, which should be included in the appendix.

**Project Design.** A sound project design that contains program elements directly linked to the achievement of project objectives.

**Management and Organizational Capability.** The project management and overall organizational capability demonstrate the applicant's capacity to successfully operate and support the project. Information key to management and organization is résumés of key personnel, which should be included in the appendix.

**Budget.** Budgeted costs are reasonable, allowable, and cost effective for the proposed activities.

**NOTE:** Page limits and other format guidelines noted in the RFP must be followed.

OJJDP requires that funded programs contain plans for continuous self-assessment to keep program management informed of progress and results, and these plans should be noted in the Program Narrative. In addition, many funded projects will be considered for participation in independent evaluations initiated by OJJDP or other Office of Justice Programs (OJP) agencies. Project management will be expected to cooperate fully with designated evaluators.

### **Appendix**

Should include, but is not limited to, a timeline and résumés. Specific RFP's may require additional information to be included in the appendix.

### **Timeline of Major Milestones and Project Deliverables**

Include a timeline that tracks when major milestones and project deliverables will be accomplished.

### Résumés of Personnel

Provide résumés of key proposed staff.

**NOTE:** Applications that include proposed noncompetitive contracts for the provision of specific goods and services must include a sole-source justification for any procurement in excess of \$100,000.

Applicants receiving other funds in support of the proposed activity (current, recent, or expected) must include in their application information on all sources of these funds (including funding from other Federal agencies); the anticipated total amount to be received; and a brief description of any other program(s) receiving such funds.

### Other Requirements for Review and Consideration

Pages 9–10 outline other requirements that require review and consideration. These include Financial Requirements, Civil Rights Requirements (Prohibition of Discrimination for Recipients of Federal Funds), and Audit Requirements.

### **State Single Points of Contact**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application package to the State Single Point of Contact (SPOC), if one exists and if this program has been selected for review by the State. The State SPOC's are listed in appendix C of this *Application Kit*. Applicants must contact their State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the SF–424.

If the SPOC requires a copy of the application, the applicant should provide that copy and include the original as part of the application package submitted to OJJDP.

### **Submitting Your Application**

Use the Checklist for OJJDP Applications (page 13) to ensure that a complete application package is submitted.

It is the applicant's responsibility to ensure that the application package is received by 5 p.m. ET on the due date (unless otherwise noted in the RFP). Select a mail carrier or delivery service that will ensure receipt. Due dates are specified in each RFP.

All application packages should be mailed or delivered to the following address:

Office of Juvenile Justice and Delinquency Prevention c/o Juvenile Justice Resource Center 2277 Research Boulevard, Mail Stop 2K Rockville, MD 20850 301–519–5535 (phone number is required for some mail carriers)

Applicants must clearly write the name of the program being applied for in the lower left corner of the envelope.

OJJDP will notify applicants that their applications have been received. Subsequently, applicants will also be notified as to whether or not their project will be selected for funding. Applicants should provide a return address, telephone number, and fax number to assist with this notification process.

### **Application Review Process**

All applicants will be evaluated and rated by a peer review panel according to specified criteria. Peer review will be conducted in accordance with the OJJDP Peer Review Guideline contained in appendix C. When appropriate in a particular grant program, preference will be given to communities that can demonstrate broad-based, multidisciplinary planning. Applicants should explain how the grant program will be integrated into the communities' overall plan.

Selection criteria for each competitive program will determine applicants' responsiveness to minimum program application requirements, organizational capability, and thoroughness and innovativeness in responding to strategic issues related to project implementation. Each competitive program announcement will indicate whether there are additional program-specific review criteria and/or changes in points assigned to criteria used in the peer reviews for that particular program.

Peer reviewers will use the categories outlined in the Program Narrative section under General Application Requirements (see page 6) to rate applications unless the RFP contains separate, program-specific selection criteria.

The Administrator may also give consideration to geographic distribution and regional balance when making awards. Peer reviewers' recommendations are advisory only; the final award decision is made by the Administrator. OJJDP will negotiate specific terms of the awards with the selected applicants.

### Suspension or Termination of Funding

OJJDP may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

Failing to comply substantially with the requirements or statutory objectives of the JJDP Act, program guidelines issued thereunder, or other provisions of Federal law.
Failing to make satisfactory progress toward the goals or strategies set forth in the RFP and application.
Failing to adhere to the requirements in the agreement, standard conditions, or special conditions
Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
Failing to submit reports.
Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR Part 18.

### Other Requirements for Review and Compliance

### **Financial Requirements**

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. The circulars, along with additional information and guidance, are contained in the Office of Justice Programs' Financial Guide available from OJP. This Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The Guide will be provided upon request and will govern the administration of funds by all successful applicants.

### **Civil Rights Requirements**

### Prohibition of Discrimination for Recipients of Federal Funds

No person in any State shall on the grounds of race, color, religion, national origin, sex, disability, or age be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any program or activity receiving Federal financial assistance, pursuant to the following statutes and regulations: Section 809(c), Omnibus Crime Control and Safe Streets Act of 1978, as amended, 42 U.S.C. 3789d; Section 292(b) of the JJDP Act and Department of Justice nondiscrimination regulations, 28 CFR Part 42, Subparts C, D, E, and G; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990) and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39; Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1985.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, OJP.

# Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read, sign the original in blue ink, and include original and five copies of the three assurances, certifications, and disclosure forms. See Assurances, Certifications, and Disclosure under General Application Requirements on page 5 for more details.

### **Audit Requirements**

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A 128, "Audit of State and Local Governments." Nonprofit organizations and institutions of higher education are governed by OMB Circular A 133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." The type of audit required under these circulars is dependent upon the amount of Federal funds that can be audited during the recipient's fiscal year. For example:

If the organization receives \$100,000 or more per year in Federal funds, the organization shall have an organizationwide financial and compliance audit.
If the organization receives between \$25,000 and \$100,000 a year in Federal funds, the organization may elect to have an organizationwide audit or program audit.
If the organization receives less than \$25,000 a year in Federal funds, the organization shall be exempt from the audit requirement.

Commercial (for-profit) organizations shall have financial and compliance audits performed by qualified individuals who are independent from those who authorize the expenditure of Federal funds. This audit must be performed in accordance with Government Auditing Standards. The audit threshold contained in OMB Circulars A 128 and A 133 apply.

Applicants are required to provide the period of their organization's fiscal year and the name of their organization's cognizant Federal agency in block 11 of the SF-424. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the applicant.

# Appendix A: Application Forms and Checklist

### **Checklist for OJJDP Applications**

This checklist is provided to assist you in preparing and compiling your application package for OJJDP funding. Attach a copy of this completed checklist to your application to ensure compliance with application process and to assist in the review process.

	Table of Contents.
Forms	(signed and dated, original in blue ink)
	Standard Form 424.
	OJP Form 4000/3 (Assurances).
	OJP Form 4061/6 (Certifications).
	Standard Form LLL (Disclosure of Lobbying Activities), if applicable.
Project	Specifications
	Project Abstract.
	Budget Detail Worksheet/Budget Narrative.
	Program Narrative.
Append	lix
	Timeline of major milestones.
	Résumés of all personnel.
	Five additional copies of the application package.

OMB Approval No. 0348-0043

FEDERAL ASSISTANCE			2. DATE SUBMITTED		Applicant Identifier	
1. TYPE OF SUBMISSION:  Application Preapplicatio  Construction Construction			3. DATE RECEIVED BY S	STATE	State Application Identifier	
_			4. DATE RECEIVED BY F	FEDERAL AGENCY	Federal Identifier	
Non-Construct  5. APPLICANT INFORMAT	. –	Construction				
Legal Name:				Organizational Unit	:	
Address (since site come	tratate and since	uda).		Name and telephor	no number of the person to be cented	tod on matters involving
Address (give city, coun	ty, state, and zip co	ue).		Name and telephone number of the person to be contacted on matters involving this application (give area code)		
6. EMPLOYER IDENTIFI	CATION NUMBER (	EIN):		7. TYPE OF APPLI	CANT: (enter appropriate letter in box)	П
				A. State B. County	H. Independent Schoo  I. State Controlled Inst	I Dist. itution of Higher Learning
8. TYPE OF APPLICATION	DN:			C. Municipal D. Township	J. Private University K. Indian Tribe	
	New	Continuati	on Revision	E. Interstate	L. Individual	
<b>KD</b>		<i>(</i> ) □		F. Intermunicipa	_	
If Revision, enter approp	` '	• • —	La proposa Duration	G. Special Dist	rict N. Other (Specify):	
<ul><li>A. Increase Award</li><li>D. Decrease Durat</li></ul>	B. Decreation Other (spe		. Increase Duration	9. NAME OF FEDE	RAL AGENCY:	
10. CATALOG OF FEDE ASSISTANCE NUMB			•	11. DESCRIPTIVE	TITLE OF APPLICANT'S PROJECT:	
TITLE:						
12. AREAS AFFECTED (	BY PROJECT (cities	s, counties, states, e	etc.):			
13. PROPOSED PROJEC	CT:	14. CONGRESS	IONAL DISTRICTS OF:	I		
Start Date	Ending Date	a. Applicant			b. Project	
15. ESTIMATED FUNDIN	IG:		16. IS APPLICATION	ON SUBJECT TO REV	: IEW BY STATE EXECUTIVE ORDER 12	
a. Federal	\$	.0	-		APPLICATION WAS MADE AVAILABI DER 12372 PROCESS FOR REVIEW	
b. Applicant	\$	.0	0 DAT	ΓΕ		
c. State	\$	.0	0 b NO.	PROGRAM IS NOT COVERED BY E.O. 12372		
d. Local \$ .00		OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW				
e. Other \$ .00						
f. Program Income \$ .00 17. IS THE APPLI		CANT DELINQUENT ON ANY FEDERAL DEBT?				
g. TOTAL \$ .00		If "Yes," attach an explanation.				
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PRE AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL						
a. Typed Name of Author	orized Representat	ive		b. Title		c. Telephone number
d. Signature of Authorized Representative						e. Date Signed

OMB Approval No. 0348-0043

A DDI IOATION	FOR			Oil	VID Approval No. 0346-0043	
APPLICATION FEDERAL ASS		2. DATE SUBMITTED 9/01/98		Applicant Identifier		
1. TYPE OF SUBMISSION Application Construction	l:  **Preapplication**  ☐ Construction**	3. DATE RECEIVED BY	STATE	State Application Identifier		
		4. DATE RECEIVED BY	FEDERAL AGENCY	Federal Identifier		
Non-Constructio  5. APPLICANT INFORMATIO	_ : 🕒					
Legal Name:	Justice Center		Organizational Uni	t:		
Address (give city, county,	state, and zip code):		Name and telepho	ne number of the person to be contac	ted on matters involving	
7200 Lynn Stree			this application (gi	· · · · · · · · · · · · · · · · · · ·		
Arlington, VA 22			Thomas J			
7 Hilligton, VI 22	2201		(703) 555	5-1256		
6. EMPLOYER IDENTIFICA	ATION NUMBER (EIN):		7. TYPE OF APPLI	CANT: (enter appropriate letter in box)		
СО		5 4 3	A. State	H. Independent School	ol Dist.	
			B. County		titution of Higher Learning	
8. TYPE OF APPLICATION	l:		C. Municipal D. Township	J. Private University  K. Indian Tribe		
	New ☐ Continuate	ion Revision	E. Interstate	L. Individual		
If Davisian anter appropri	into letter(s) in hey(ss).		F. Intermunicip			
If Revision, enter appropri  A. Increase Award	• • • • • • • • • • • • • • • • • • • •	C. Increase Duration	G. Special Dist	rict N. Other (Specify):		
D. Decrease Duration		. morodoo Baranon	9. NAME OF FEDE			
				uvenile Justice and		
			Delinquen	cy Prevention		
10. CATALOG OF FEDERA ASSISTANCE NUMBER		5 4 2		TITLE OF APPLICANT'S PROJECT:		
Nationa	l Institute for Juvenile Ju	astice		Expand and Improve		
and Del	inquency Prevention		Juvenile R	Juvenile Restitution Program		
12. AREAS AFFECTED BY	PROJECT (cities, counties, states,	etc.):				
Arlington, VA						
8, , ,						
40. DDODOGED DDO 1507	14 CONGRESS	SIONAL DISTRICTS OF:				
13. PROPOSED PROJECT Start Date	Ending Date a. Applicant	SIONAL DISTRICTS OF.		b. Project		
	09/30/99	19		19		
10/01/90						
15. ESTIMATED FUNDING				IEW BY STATE EXECUTIVE ORDER 1		
a. Federal	\$ 100,000	30		/APPLICATION WAS MADE AVAILAB DER 12372 PROCESS FOR REVIEW		
b. Applicant	\$	DA-	TE			
c. State	\$	b NO.	PROGRAM IS NOT	COVERED BY E.O. 12372		
d. Local	\$	00	OR PROGRAM HA	S NOT BEEN SELECTED BY STATE	FOR REVIEW	
e. Other	\$	00				
f. Program Income	\$ .0	17. IS THE APPL	ICANT DELINQUENT	ON ANY FEDERAL DEBT?		
g. TOTAL	\$ 100,000	00 Yes	If "Yes," attach an ex	planation.	No	
	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED					
a. Typed Name of Authori Morgan Tyle			b. Title Executive Director c. Telephone number (703)555–3478		c. Telephone number (703)555–3478	
d. Signature of Authorized	d Representative				e. Date Signed	
					09/01/98	
1						

### Instructions for Completion of the Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most Federal agencies. This form contains 18 different items, which are to be completed before submission. All applications should include a completed and signed SF– 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check "Non-Construction."
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This block is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: This item will be completed by OJP.
5	<b>Applicant Information:</b> The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact, and include their telephone number.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	<b>Type of Application:</b> Check either "new" or "continuation." Check new if this will be your first award for this purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, such as "Office of Juvenile Justice and Delinquency Prevention."
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement.
11	<b>Descriptive Title of Applicants Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex: 10/1/98–9/30/99.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National," if applicable.
15	<b>Estimated Funding:</b> In line "a," enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will available to the project and the source of those funds on lines "b-f," as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> Type the name of the person legally authorized to enter into agreements on behalf of your agency. This signature on the original application must be signed in blue ink and/or stamped as "original" to help identify the original.

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

applicable to your budget may	be deleted.	
salary rate and the percentage of	ition by title and name of employee, if available of time to be devoted to the project. Compensate the consistent with that paid for similar work were to be consistent with the paid for similar work were to be consistent with the paid for similar work were to be consistent with the paid for similar work were to be consistent with the paid for similar work were to be consistent with the paid for similar work were to be consistent with the project.	ion paid for employees
Name/Position	Computation	Cost
formula. Fringe benefits are for percentage of time devoted to t	benefits should be based on actual known cost r the personnel listed in budget category (A) and he project. Fringe benefits on overtime hours and I Unemployment Compensation.	d only for the
Name/Position	Computation	Cost
	Total Personnel & Frin	TOTAL

interviews, advisory graining at \$X airfare, should be listed separate	roup meeting, etc \$X lodging, \$X s tely. Show the nu	.). Show the basis ubsistence). In trainmer of trainees a	by purpose (e.g., staff to traini of computation (e.g., six people ning projects, travel and meals and the unit costs involved. Idea cies applied, Applicant or Federal	le to 3-day s for trainees ntify the
<b>Purpose of Travel</b>	Location	Item	Computation	Cost
			TOTA	L
is tangible property ha more per unit. (Note: 0 \$5,000). Expendable it category. Applicants sh cially high cost items a	ving a useful life Drganization's own tems should be in mould analyze the and those subject "Contractual" car	of more than two on capitalization polycluded either in the cost benefits of polyclude to rapid technical tegory. Explain ho	be purchased. Non-expendable years and an acquisition cost of policy may be used for items content of the purchasing versus leasing equipated advances. Rented or leased equipment is necessary from method to be used.	of \$5,000 or sting less than "Other" ment, espe- uipment costs
Item		Computation	1	Cost
			TOTA	L

expendable equipment items show the basis for computat	y type (office supplies, postage, training materials, costing less than \$5,000, such as books, hand held to ion. (Note: Organization's own capitalization policy 100). Generally, supplies include any materials that are of the project.	ape recorders) and may be used for
<b>Supply Items</b>	Computation	Cost
		TOTAL
	ale, construction costs are not allowable. In some case le. Check with the program office before budgeting for	
Purpose	Description of Work	Cost
		TOTAL

<b>G.</b> Consultants/Contracthe Federal Acquisition Regula		cant's formal, written Procurement l	Policy or
	mated time on the project.	nown, service to be provided, hour Consultant fees in excess of \$450 p JP.	•
Name of Consultant	<b>Service Provided</b>	Computation	Cost
		Subtotal	
		Subtotal	
Consultant Expenses: List all addition to their fees (i.e., trav	*	ne grant to the individual consultant	ts in
Item	Location	Computation	Cost
		Subtotal	
Contracts: Provide a descripti	on of the product or service	to be procured by contract and an	estimate
= =		d open competition in awarding cor	itracts.
A separate justification must b	e provided for sole source of	contracts in excess of \$100,000.	
Item			Cost
		Subtotal	
		TOTAL	

	ems (e.g., rent, reproduction, telephone, janitorial cential funds) by major type and the basis of the con	-
provide the square footage	and the cost per square foot for rent, or provide a r	monthly rental cost and
how many months to rent.		
Description	Computation	Cost
		TOTAL
cost rate. A copy of the rate the applicant does not have cognizant Federal agency, v	ect costs are allowed only if the applicant has a Fe e approval, (a fully executed, negotiated agreement an approved rate, one can be requested by contact which will review all documentation and approve a cant's accounting system permits, costs may be all	t), must be attached. If ting the applicant's a rate for the applicant
Description	Computation	Cost
		TOTAL

Budget Summary- When you have completed the budget worksheet, transfer the totals for each
category to the spaces below. Compute the total direct costs and the total project costs. Indicate the
amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	Amount
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Equipment	
E. Supplies	
F. Construction	
G. Consultants/Contracts	
H. Other	
<b>Total Direct Costs</b>	
I. Indirect Costs	
TOTAL PROJECT COSTS	
Federal Request	
Non-Federal Amount	

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
John Smith, Investigator	(\$50,000 x 100%)	\$50,000
2 Investigators	(\$50,000 x 100% x 2)	\$100,000
Secretary	(\$30,000 x 50%)	\$15,000
Cost of living increase	(\$165,000 x 2% x .5 yr.)	\$1,650
Overtime per investigator	(\$37.50/hr. x 100 hrs. x 3)	\$11,250

The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6 months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$177,900

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Employer's FICA	(\$177,900 x 7.65%)	\$13,609
Retirement	*(\$166,650 x 6%)	\$9,999
Uniform Allowance	(\$50/mo. x 12 mo. x 3)	\$1,800
Health Insurance	*(\$166,650 x 12%)	\$19,998
Workman's Compensation	(\$177,900 x 1%)	\$1,779
Unemployment Compensation	(\$177,900 x 1%)	\$1,779
*(\$177,900 less \$11,250)		

**TOTAL \$48,964** 

Total Personnel & Fringe Benefits \$226,864

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<b>Purpose of Travel</b>	Location	Item	Computation	Cost
Training	Boston	Airfare	(\$150 x 2 people x 2 trips)	\$600
		Hotel	(\$75/night x 2 x 2 people	
			x 2 trips)	\$600
		Meals	(\$35/day x 3 days x 2 people	
			x 2 trips)	\$420
Investigations	New York City	Airfare	(\$600 average x 7)	\$4,200
		Hotel and Meals	(\$100/day average	
			x7x3 days)	\$2,100

Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based on applicant's formal written travel policy.

**TOTAL \$7,920** 

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera	\$1,000	\$1,000

The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

**TOTAL \$7,000** 

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<b>Supply Items</b>	Computation	Cost
Office Supplies	(\$50/mo. x 12 mo.)	\$600
Postage	(\$20/mo. x 12 mo.)	\$240
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$1,840

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
Renovation	Add walls	\$5,000
	Build work tables	\$3,000
	Build evidence storage units	\$2,000

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

**TOTAL \$10,000** 

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
John Doe	Forensic Specialist	(\$150/day x 30 days)	\$4,500

John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.

Subtotal <u>\$4,500</u>

*Consultant Expenses:* List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Airfare	Miami	(\$400 x 6 trips)	\$2,400
Hotel and Meals		(\$100/day x 30 d	days) \$3,000

John Doe is expected to make up to 6 trips to Miami to consult on homicide cases.

Subtotal <u>\$5,400</u>

*Contracts*: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item		Cost
Intelligence System Developme	nt	\$102,000

The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.

Subtotal <u>\$102,000</u>

TOTAL \$111,900

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq. ft.)	
	(\$875/mo. x 12 mo.)	\$10,500
This rent will pay for space for the i	new homicide unit. No space is currently available in a	city-owned buildings.
Telephone	(\$100/mo. x 12 mo.)	\$1,200
Printing/Reproduction	(\$150/mo. x 12 mo.)	\$1,800

**TOTAL \$13,500** 

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
10% of personnel and	(\$226,864 x 10%)	\$22,686
fringe benefits		

The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency, on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)

**TOTAL \$22,686** 

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	Amount	
A. Personnel	\$177,900	
B. Fringe Benefits	\$48,964	
C. Travel	\$7,920	
D. Equipment	\$7,000	
E. Supplies	\$1,840	
F. Construction	\$10,000	
G. Consultants/Contracts	\$111,900	
H. Other	\$13,500	
<b>Total Direct Costs</b>	\$379,024	
I. Indirect Costs	\$22,686	
TOTAL PROJECT COSTS	\$401,710	
Federal Request	\$301,283	
Non-Federal Amount	\$100,427	

### **INSTRUCTIONS**

### **PROGRAM NARRATIVE**

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

### 1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

### 2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center, provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

### 3. APPROACH.

- a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function, or activity provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- b. Provide for each grant program, function, or activity quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created, the number of people served, and the number of patients treated. When accomplishments cannot be quantified by activity or function, list item in chronological order to show the schedule of accomplishments and their target dates.

- c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.
- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

### 4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

### 5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information: name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training, and background for other key personnel engaged in the project.
- b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress, or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget items have changed more than the prescribed limits contained in the Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, part 66, Common Rule (or Attachment J to OMB Circular A-110, as applicable), explain and justify the change and its effect on the project.
- c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

Public reporting burden for this collection of information is estimated to average 26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Comptroller, Office of Justice Programs, U.S. Department of Justice, 810 Seventh Street NW., Washington, DC 20531; and to the Public Use Reports Project, 1121-0140, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

### **ASSURANCES**

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
- It will comply with provisions of Federal law which limit certain
  political activities of employees of a State or local unit of
  government whose principal employment is in connection
  with an activity financed in whole or in part by Federal grants.
  (5 USC 1501, et seq.)
- It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
- It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- 9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

- 10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
- 11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
- 12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- 13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
- 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
- 16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature	Date

### U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

# CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonpro-curement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

# 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

2) Notify the employer in writing of his or her conviction for a lolation of a criminal drug statute occurring in the workplace olater than five calendar days after such conviction;  2) Notifying the agency, in writing, within 10 calendar days the receiving notice under subparagraph (0](2) from an imployee or otherwise receiving actual notice of such conviction, mployers of convicted employees must provide notice, including publicate Programs, ATTH. Corntrol Desk, 633 Indiana Avenue, I.W., Washington, D.C. 20531. Notice shall include the identication number(s) of each affected grant;  1) Taking one of the following actions, within 30 calendar ayso of receiving notice under subparagraph (0](2), with spect to any employee who is so convicted—  1) Taking apportiate personnel action against such an imployee, up to and including termination, consistent with the grain grain such as the propose by a Federal, State, or local health, law enforcement, or other appropriate agency.  2) Making a good faith effort to continue to maintain a druge eworkplace through implementation of paragraphs (a), (b), (d), (e), and (f).  3) Legisland a good faith effort to continue to maintain a druge eworkplace through implementation of paragraphs (a), (b), (d), (e), and (f).  3) Legisland a good faith effort to continue to maintain a druge eworkplace through implementation of paragraphs (a), (b), (d), (e), and (f).  4) Legisland a good faith effort to continue to maintain a druge eworkplace through implementation of paragraphs (a), (b), (d), (e), and (f).  5) Legisland a good faith effort to continue to maintain a druge eworkplace through implementation of paragraphs (a), (b), (d), (e), (e), (e), (e), (e), (e), (e), (e	Notify the employer in writing of his or her conviction for a leatinn of a critinnal drug statute occurring in the workplace later than filve calendar days after such conviction. In Notifying the agency, in writing, within 10 calendar days or receiving notice under subparagraph (d)(2) from an unique problems of convicted employees must provide notice, including ployees or denivers receiving actual notice of such conviction. In the provision of convicted employees must provide notice, including state Programs, ATTN: Control Desk, 633 Indiana Avenue, M., Washington, D.C. 20531. Notice shall include the idenciation number (s) of each affected grant; Taking apport pairs personnel action against such an apployee, up to and including termination, consistent with the quitements of the Rehabilitation Act of 1973, as amended; or Requiring such employee to participate satisfactorily in a gabase assistance or rehabilitation act of 1973, as a mended; or the purposes by a Federal. State, or local health, law enforcement, or other appropriate agency:  In Making a good faith effort to continue to maintain a druge workplace through implementation of paragraphs (a), (b), (d), (e), and (f).  In grantee may insert in the space provided below the felly for the performance of work done in connection with specify for the performance of work done in connection with specify for the performance of work done in connection with specify for the performance of work done in connection with specify for the performance of work done in connection with specify for the performance of work done in connection with specify for the performance of work done in connection with specify for the performance of work done in connection with specify for the performance of work done in connection with specify grant.  In the device of the performance of work done in connection with specific grant.  In the device of the performance of work done in connection with specific grant.  In the device of the performance of work done in connection with specific grant.			
colation of a criminal drug statute occurring in the workplace of later than five calendar days after such conviction;  3) Notifying the agency, in writing, within 10 calendar days ther receiving notice under subparagraph (d)(2) from an imployee or otherwise receiving actual notice of such conviction, industrially continued to the conviction of the con	lation of a criminal drug statute occurring in the workplace later than five calendar days after such conviction;  Notifying the agency, in writing, within 10 calendar days et receiving notice under subparagraph (d)(2) from an ployee or otherwise receiving actual notice of such conviction, provides that a grantee that is a State may elect to make one certification in each Federal Sition tille, to Department of Justice, Diffuse of Sition 1997, 200, 200, 200, 200, 200, 200, 200, 20	1) Abide by the terms of the statement; and		
b) Notifying the agency, in writing, within 10 calendar days fler receiving notice under subparagraph (d)(2) from an imployee or otherwise receiving actual notice of such convicution imployers of convicted employees must provide notice, including solition title, to Department of Justice. Office of such convicution imployers of convicted employees must provide notice, including solition title, to Department of Justice (provided or more convicted employees) or provided provided in the conviction or more provided provided in the conviction or more provided provided in the conviction or provided provided in the conviction or provided provided provided in the conviction or provided provided provided in the conviction or provided provide	Notifying the agency, in writing, within 10 calendar days or receiving notice under subparagraph (d)(2) from an ployee or otherwise receiving actual notice of such conviction, ployers of convicted employees must provide notice, including siturities, to Department of Justice, Office of Mission title, to: Department of Justice, Office of Mission title, to: Department of Justice, Office of Mission title, to: Department of Justice, Office of Mission of Mission (Mission), and the provided membrane and the following actions, within 30 calendary years to any employee who is so convicted.  Taking one of the following actions, within 30 calendary years to any employee who is so convicted.  Taking appropriate personnel action against such an pipoyea, up to and including termination, consistent with the quirements of the Rehabilitation Act of 1973, as amended, or against such a pipoyea, up to and including termination, consistent with the quirements of the Rehabilitation Program approved for hyproses by a Federal. State, or local health, law enforcement, or other appropriate agency:  The grantee may insert in the space provided below the elgo for the performance of work done in connection with especific grant:  ace of Performance (Street address, city, county, state, zip de)  the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  Application Number and/or Project Name  Application Number and/or Project Name  Application Number and/or Project Name  Application Number and Title of Authorized Representative	2) Notify the employer in writing of his or her conviction for a riolation of a criminal drug statute occurring in the workplace to later than five calendar days after such conviction;		
imployee, up to and including termination, consistent with the aguirements of the Rehabilitation Act of 1988, and supriments of the Rehabilitation Act of 1973, as amended; or experiments of the Rehabilitation Act of 1973, as amended; or any abuse assistance or rehabilitation program approved for upoposes by a Federal, State, or local health, law enforcement, or other appropriate agency;  3) Making a good faith effort to continue to maintain a drugge workplace through implementation of paragraphs (a), (b), (c), (e), and (f).  The grantee may insert in the space provided below the tespecific grant:  lace of Performance (Street address, city, county, state, zipode)  Is the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67; Sections 67.615 and 67.620—  A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture of the upoposession, or use of a controlled substance in conducting any activity with the grant; and  B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.  Street address:  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	ployee, up to and including termination, consistent with the purposes to the Rehabilitation Act of 1973, as amended; or IR equiring such employee to participate satisfactorily in a up abuse assistance or rehabilitation program approved for chyproses by a Federal, State, or local health, law enforcement, or other appropriate agency;  Making a good faith effort to continue to maintain a druge workplace through implementation of paragraphs (a), (b), (d), (e), and (f).  The grantee may insert in the space provided below the e(s) for the performance of work done in connection with a specific grant:  ace of Performance (Street address, city, county, state, zip de)  The duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Application Number and/or Project Name  As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67; Sections 67.615 and 67.620—  A. As a condition of the grant, 1 certify that I will not engage in the unlawful manufacture of the conduction, or use of a controlled substance in conducting any activity with the grant; and  B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, in: myting, within 10 calendar days of the conviction, within 10 calendar days of th	e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of lustice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;  f) Taking one of the following actions, within 30 calendar lays of receiving notice under subparagraph (d)(2), with espect to any employee who is so convicted—  1) Taking appropriate personnel action against such an	here.  Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.  Check if the State has elected to complete OJP Form 4061/7.  DRUG-FREE WORKPLACE	
uch purposes by a Federal, State, or local health, law enforce- enter, or other appropriate agency;  3) Making a good faith effort to continue to maintain a drug- ee workplace through implementation of paragraphs (a), (b),  3), (d), (e), and (f).  The grantee may insert in the space provided below the tie(s) for the performance of work done in connection with tee specific grant:  Iace of Performance (Street address, city, county, state, zip- ode)  Stee duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	ch purposes by a Federal, State, or local health, law enforce- int, or other appropriate agency; I Making a good faith effort to continue to maintain a drug- e workplace through implementation of paragraphs (a), (b), (d), (e), and (f).  The grantee may insert in the space provided below the e(s) for the performance of work done in connection with e specific grant:  ace of Performance (Street address, city, county, state, zip de)  The duly authorized representative of the applicant, I hereby certify  Typed Name and Title of Authorized Representative  In the unlawful manufacture, distribution, dispensing, posses- sion, or use of a controlled substance in conducting any activity with the grant; and B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.  The unlawful manufacture, distribution, dispensing, posses- sion, or use of a controlled substance in conducting any activity with the grant; and B. If convicted of a criminal drug offense resulting from a violation occurring during the conduction any activity with the grant; and B. If convicted of a criminal drug offense resulting from a violation occurring during the conduction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or  (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;  (g) Making a good faith effort to continue to maintain a drug-	implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—  A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any	
c), (d), (e), and (f).  The grantee may insert in the space provided below the ties (s) for the performance of work done in connection with the specific grant:  lace of Performance (Street address, city, county, state, zipode)  Is the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	(d), (e), and (f).  The grantee may insert in the space provided below the etgs for the performance of work done in connection with expectific grant:  ace of Performance (Street address, city, county, state, zip de)  The distribution occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.  The grantee may insert in the space provided below the etgs for the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.  The grantee may insert in the space provided below the etgs for the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Offic			
Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.  Is the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.  The duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	ree workplace through implementation of paragraphs (a), (b), c), (d), (e), and (f).  3. The grantee may insert in the space provided below the	violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days	
s the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.  Grantee Name and Address:  Application Number and/or Project Name  3. Grantee IRS/Vendor Number  Typed Name and Title of Authorized Representative	he specific grant:  Place of Performance (Street address, city, county, state, zip code)	Programs, ATTN: Control Desk, 810 Seventh Street NW.,	
. Typed Name and Title of Authorized Representative	Typed Name and Title of Authorized Representative	As the duly authorized representative of the applicant, I hereby certify  1. Grantee Name and Address:	y that the applicant will comply with the above certifications.	
		. Application Number and/or Project Name	3. Grantee IRS/Vendor Number	
. Signature 6. Date	Signature 6. Date	. Typed Name and Title of Authorized Representative		
		. Signature	6. Date	

#### Approved by OMB 0348-0046

#### **Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse side for Instructions.)

Public Reporting Burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20	503.
1. Type of Federal Action:  a. contract b. grant c. cooperative agreement  2. Status of Federal Action: a. bid/offer/ap b. initial award c. post-award	pplication a. initial filing b. material change
d. loan e. loan guarantee f. loan insurance	year quarter date of last report
4. Name and Address of Reporting Entity:  Prime Subawardee Tier, if known:	5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:
Congressional District, if known:  6. Federal Department/Agency:	Congressional District, if known: 7. Federal Program Name/Description:
	CEDA Number if cooliechle
8. Federal Action Number, if known:	9. Award Amount, if known:
10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI):
	•
11. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities	Signature:
is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information	Print Name:
will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required	Title:
disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Telephone No.: Date:
ederal Use Only:	Authorized for Local Reproduction Standard Form-LLL (1/96)

#### Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- 5.If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, Include Congressional District, if known.
- 6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

- 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
- 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
- 11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

# Appendix B: Peer Review Information

### UNITED STATES DEPARTMENT OF JUSTICE

#### **OFFICE OF JUSTICE PROGRAMS**

#### Guideline



OJP G 4062.8A

# Office of Juvenile Justice And Delinquency Prevention (OJJDP) Peer Review Guideline

#### **Purpose**

This guideline establishes the procedures the Office of Juvenile Justice and Delinquency Prevention (OJJDP) will use in organizing and conducting peer reviews of applications submitted for discretionary funding to the Office of Juvenile Justice and Delinquency Prevention. This guideline replaces OJP G 4062.8 (October 15, 1990).

#### Scope

The provisions of this guideline apply to all discretionary grant applications submitted to OJJDP that require selection through a peer review process. This document is designed as a guide for applicants, peer reviewers, and OJJDP employees.

#### Background

The Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, 42 U.S.C. 5601, et seq. (hereinafter referred to as the "Act"), as amended, requires that applications submitted to OJJDP for Part C discretionary funds be approved through a competitive process established by rule by the OJJDP Administrator. Programs carried out in declared disaster areas or programs that are uniquely qualified are exempt from this competitive application requirement.
The Act further requires that programs be selected for OJJDP assistance through a formal peer review process using outside experts in fields related to the subject matter of the program, with the exception of assistance provided pursuant to Section 241(f) of the Act to an eligible organization comprised of member representatives of the State Advisory Groups.
Accomplishing OJJDP's mission to provide a comprehensive and coordinated approach to the problems of juvenile delinquency is dependent, to a large extent, on the success of the programs and projects OJJDP funds. To foster this success, OJJDP makes careful and informed selections of projects for funding. A very important element of the project selection process is peer review. Peer review is the technical and programmatic evaluation of projects and applications by experts from outside the Department of Justice who are qualified by training and/or experience to evaluate and make recommendations with regard to proposed programs.

#### **Peer Review Policy**

	It is OJJDP's policy to use peer review to assess all competitive assistance application optional basis, applications for continued funding beyond a program's original project noncompetitive awards to uniquely qualified applicants. The following types of awards specifically excluded from competition and peer review requirements under the term Competition and Peer Review Regulation:		
		Funds transferred to OJJDP from another Federal agency to augment authorized juvenile justice programs, projects, or purposes.	
	_	Funds transferred to other Federal agencies from OJJDP for program purposes as authorized by law.	
	_	Procurement contract awards which are subject to applicable Federal laws and regulations governing the procurement of goods and services for the benefit and use of the Federal Government.	
		Assistance awards from the 5 percent set aside of Special Emphasis funds under Section 261(e) of the Act.	
	_	Assistance awards under Section 241(f) of the Act.	
	Peer review recommendations are advisory and do not bind the OJJDP Administrator to make the recommended decision. However, the Administrator will give full consideration to peer review recommendations in selecting projects for awards.		
is required, the cognizant Division Director will determine whether t		cial circumstances, a grant application may require a second review. When a second review ired, the cognizant Division Director will determine whether the second review panel will apposed of new reviewers, the original reviewers, or a combination of both. Circumstances ght necessitate a second review include:	
	_	During the course of a review, prejudiced, misleading, or false information was presented to or used by the Peer Reviewers.	
	_	A procedural error made the review process inconsistent with the program announcement, specific instructions to the applicants, or the OJJDP Competition and Peer Review Regulation.	
Defi	nitior	าร	
	A <b>Peer Review Coordinator</b> is an OJJDP employee designated to oversee all aspects of the peer review process.		
	<b>Competitive Awards</b> are made under OJJDP program announcements (published in the <i>Federal Register</i> ) informing the public of the availability of funds for specific purposes and inviting formal applications (or, in some instances, Concept Papers). The selection criteria to be applied by the Peer Reviewers to a specific application are listed in each <i>Federal Register</i> announcement.		
	The <b>Division Director</b> is the director of any one of the following OJJDP components: Research ar Program Development Division; Special Emphasis Division; State Relations and Assistance Division; Training and Technical Assistance Division; Information Dissemination Unit; Concentration of Federal Efforts Program; or Missing and Exploited Children's Program.		

<b>Financial Review</b> refers to review by the Office of Justice Programs, Office of the Comptroller, to determine whether the budgeted costs presented in an application are reasonable, allowable, and cost effective for the proposed activities. All applicants must meet OJP standards for fiscal integrity (as described in the current editions of the handbook on policies and procedures for OJP grants and the <i>Financial Guide</i> ). A Financial Review is performed after the Administrator has decided to fund an applicant's project. Financial Review does not obviate the need for the Peer Reviewers to rate the application's response to the selection criteria for budget and cost effectiveness.
An <b>Internal Reviewer</b> is an officer or employee of the Department of Justice or other Federal agency qualified by experience and expertise to conduct appropriate application and program reviews.
An <b>Internal Review Group</b> consists of Internal Reviewers selected to review Concept Papers or applications submitted to OJJDP in response to a competitive program announcement, review noncompetitive applications, or review and evaluate the recommendations of a Peer Review Panel as part of the internal review process.
<b>Noncompetitive Awards</b> are made in the absence of program announcements inviting applications. These may include awards to continue a project's funding beyond the original project period or awards for uniquely qualified projects not subject to peer review.
A <b>Peer Reviewer</b> advises OJJDP on the merits of applications submitted for funding. A Peer Reviewer is an expert in a field related to the subject of a proposed program or in the implementation of that type of project and may not be an officer or employee of the Department of Justice.
<b>Peer Reviewer Recommendations</b> consist of ratings or summary rankings of Concept Papers or applications for the purpose of making recommendations regarding the selection of applications for OJJDP funding.
A <b>Peer Review Panel</b> consists of three or more experts selected to review, evaluate, and make recommendations on Concept Papers or applications submitted to OJJDP in response to a competitive program announcement.
A <b>Concept Paper</b> is an abbreviated application. Concept Papers may be requested by OJJDP for competitive programs for which a large number of applications are expected. Concept Papers will be reviewed by OJJDP staff or others who have expertise in the program area in order to eliminate applications that fail to meet minimum program or eligibility requirements, as specified in a program announcement, or clearly lack sufficient merit to qualify as potential candidates for funding consideration. Concept Papers may be subject to peer review.
A <b>Program Announcement</b> is a notice published in the <i>Federal Register</i> that invites applications for a specific program and set of requirements.
The <b>Program Manager</b> is a member of the OJJDP staff who is directly responsible for the specific applications under peer review.
A <b>Ranking</b> is an application's relative position, based on summary ratings, to other applications submitted for a specific program announcement.
<b>Ratings</b> are scores assigned by individual Peer Reviewers based on an application's response to the selection criteria specified in the program announcement.
<b>Summary Ratings</b> are the averages of the total scores assigned to each application by each Peer Reviewer.

#### **Peer Review Procedures**

Panel are:

Number of Peer Reviewers on Each Panel. The number of reviewers on a Peer Review Panel will vary by program depending on the volume of applications anticipated or received and the range of expertise required. A minimum of three Peer Reviewers will review each application.			
<b>Peer Reviewer Approval.</b> The OJJDP Administrator approves qualified consultants to serve as Pe Reviewers for each application or group of applications based on recommendations provided by the Division Director.			
Consultant Pool.			
_	An OJJDP technical support contractor maintains a pool of qualified consultants from which Peer Reviewers shall be selected. Any individual with requisite expertise may be selected from the pool with approval of the OJJDP Administrator or the Administrator's designee. This pool is maintained for peer reviews and other technical assistance purposes, and includes a sufficient number of experts to meet OJJDP's peer review needs.		
_	The Consultant Pool is managed by an OJJDP support contractor. Consultants are subcontractors employed by the OJJDP support contractor. Consultant experts are continually added to the pool to maintain a wide range of expertise, experience, background, ethnicity, gender, and geographic representation. Consultants performing peer review are reimbursed by the support contractor at a flat rate established by OJJDP.		
_	Individuals who wish to be considered for the Consultant Pool may submit their credentials to the Peer Review Coordinator or to the OJJDP support contractor, who will evaluate the consultants' qualifications. Reviewers who fail to satisfactorily complete their assignments may not be reimbursed for their work.		
Selection	on of Peer Review Panels.		
_	The Program Manager may recommend qualified reviewers to the support contractor and will ask the support contractor to provide a listing of qualified reviewers in specific topical areas. A consultant expert must be enrolled in the Peer Review Pool to be eligible to serve as a reviewer.		
_	Based on the list received from the support contractor, the Program Manager and the Division Director will recommend potential reviewers from the Consultant Pool. The Administrator will approve reviewers from this list or ask for additional qualified consultant experts enrolled in the Consultant Pool.		
_	The Program Manager and the Division Director will submit their recommendations via a memorandum to the OJJDP Administrator. The proposed reviewers should be listed in order of preference with a brief biography attached to the recommendation memorandum. A copy of the memorandum shall be provided to the Peer Review Coordinator, who will notify the support contractor and the Division Director following approval of the Peer Reviewers.		
_	When considering candidates for a Peer Review Panel, the Program Manager and Division Director should recommend a highly qualified group that represents expertise related to the individual applications under review. Each panel should be structured to provide broad representation and many views on matters under the Peer Review Panel's consideration. Some considerations that should help achieve reasonable balance on the Peer Review		

	О	Each member of the panel should have expertise in or complementary to the subject area under review. This does not preclude using youth representatives.	
	О	When possible, the Peer Review Panel should comprise researchers, practitioners, and academicians.	
	О	Panel members should be drawn from as wide a geographic area as is practical and should represent both urban and rural perspectives.	
	О	Special attention should be paid to recommending qualified women and minorities.	
	О	When appropriate, the Peer Review Panel should be composed of a diverse group of experts from the public and private sectors, including community-based youth-serving organizations.	
Inter	nal Revie	<b>N</b>	
		ew of applications or Concept Papers will be conducted by the Program Manager nated Department of Justice staff.	
	The first stage of the internal review will determine if the application complies with minimum program and statutory requirements. Applications that do not meet basic requirements will not be forwarded to a Peer Review Panel. Applicants whose proposals are rejected during the first internal review stage will be notified in writing of the reasons for the rejection. Examples of reasons for first stage rejection may include, but are not limited to, applications proposing activities other than those called for in the program announcement, applications proposing to serve a target population different from that specified in the program announcement, and applications from agencies or organizations that do not possess the qualifications specified in the program announcement.		
	A second internal review will be conducted by the Program Manager after the completion of the external peer review. This may be supported by other Internal Reviewers and/or an Internal Review Group. Following the second internal review, the Program Manager will prepare a memorandum through the Division Director to the Administrator describing the review process, the conclusions and recommendations of the reviewers, the scores received by the application, any significant problems encountered during the review, suitability of the applicant, and significant recommendations for modifying or enhancing the application recommended for funding. The memorandum will provide a formal recommendation concerning applications recommended for grant awards.		
Peer	Review		
	Peer reviews may be conducted by mail, conference call, in meetings, through a combination of the three, or through electronic means; a peer review meeting is preferred when practical. These peer review meetings facilitate useful dialog among the experts, provide an opportunity for the reviewers to seek clarification from the Program Manager concerning program and technical requirements, and, through careful monitoring, ensure that each application receives equal consideration.		
	Infrequently, Peer Reviewers and/or Program Managers need to make site visits. In all instances, OJJDP determines the necessity of site visits. Should a Peer Review Panel believe that a recommendation cannot be finalized without a site visit, the Peer Review Panel should make a		

	request to the Peer Review Coordinator, who will present the request to the Division Director for approval.		
	For peer reviews that involve meetings, Peer Review Panel members will be assembled for instruction, including a review of the program announcement, selection criteria, and peer review procedures. The Peer Review Coordinator will provide general oversight for the peer review meeting. The Program Manager will be available to interpret the program announcement and provide objective information concerning program requirements. The OJJDP support contractor will provide staff to facilitate and record the meeting and prepare a summary of the proceedings.		
		P determines a need for reviewer communication, a conference call may be arranged among staff, the support contractor, and the reviewers to discuss the applications.	
Sele	ction	Criteria	
		OP applications are, at a minimum, rated on the extent to which they meet the general on criteria listed below:	
	_	The problem to be addressed by the project is clearly stated.	
	_	The objectives of the proposed project are clearly defined and the outcomes are measurable.	
	_	The project design is sound and contains program elements directly linked to the achievement of project objectives.	
	_	The project management and overall organizational capability demonstrate the applicant's capacity to successfully operate and support the project.	
	_	Budgeted costs are reasonable, allowable, and cost effective for the proposed activities.	
	These criteria can also be enhanced to more clearly define the program requirements. Each competitive program announcement will indicate any additional program-specific review criteria to be considered in the peer review for that program. The assigned points for each criterion will be specified in the program announcement.		
Scor	ing A	pplications	
The maximum score for each criterion shall be indicted total possible score for all criteria shall equal 100 possible score for all criteria shall be indicated as the criterian shall be		eximum score for each criterion shall be indicated in the program announcement, and the ossible score for all criteria shall equal 100 points.	
	For example:		
	_	Statement of the problem—15 points.	
	_	Definition of objectives—15 points.	
	_	Project design—30 points.	
	_	Project management and organizational capability—30 points.	
	_	Reasonableness of costs—10 points.	

<b>u</b>	Summ individ	Summary ratings will be calculated from the numerical scores assigned to each application by the individual reviewers. The ranking of each application will be based on its summary rating. The rating categories are as follows:			
	_	90–100 points	Responsive with no revisions required.		
	_	80–89 points	Responsive with minor revisions required.		
	_	70–79 points	Responsive with significant revisions required.		
	_	60-69 points	Minimally responsive with major deficiencies that would require extensive correction.		
	_	0–59 points	Not responsive and not sufficient to receive funding.		

#### **Results of Peer Review**

Peer review recommendations, in conjunction with the results of the internal review, assist the Administrator in the final selection of applications for funding.		
Peer Reviewers are encouraged to make suggestions for enhancing proposals.		
Occasionally, supplementary reviews are necessary. Supplementary reviews are performed by a Peer Reviewer for particular programs or project applications for the following reasons:		
<ul> <li>The applicant included highly technical aspects that initial Peer Review Panel members were not qualified to address</li> </ul>		

 Conflicts of interest or other disqualifying circumstance within the Peer Review Panel resulted in an insufficient number of valid peer reviews.

#### Standards of Conduct

All Peer Review Panelists will be treated as "special Government employees" (18 USC 202(a)) and, as such, are held to Department of Justice Standards of Conduct (28 C.F.R., Part 45).

#### Conflicts of Interest

In addition to the general Department of Justice conflict of interest rules set forth in its Standards of Conduct, OJJDP Peer Reviewers are subject to the OJJDP Peer Review Policy with respect to conflicts of interest.

It is OJJDP's policy to prohibit a Peer Review Panel member from participating in the review of any
application when he or she has a real or potential conflict of interest, such as:

- The Peer Reviewer has been, or would be, directly involved in the project (e.g., as a current or past advisory board member, consultant, collaborator, or conference speaker whose expenses would be paid from the grant).
- The Peer Reviewer is employed by the same institution or organization as the applicant or was employed there within the past year.

- The Peer Reviewer and the applicant collaborated within the past year on work related to the proposal.
- The Peer Reviewer is or has been under consideration for a position at the applicant's organization or institution.
- The Peer Reviewer served in an official capacity with the applicant's organization within the past year.
- The Peer Reviewer's organization has members or closely affiliated officials (e.g., board of trustees members) who serve in an official capacity with the applicant's organization or institution.
- The Peer Reviewer and the applicant have a familial relationship.
- The Peer Reviewer had relations with the project director, or other key personnel identified in the application, as a student, thesis advisor, or postdoctoral advisor.
- The Peer Reviewer and applicant are known to be either close friends or open antagonists.
- The Peer Reviewer has a proposal planned for submission to OJJDP or currently under review by OJJDP within the same subject area as the proposed project.
- The Peer Reviewer was declined for an OJJDP project, had a substantial budget reduction in an OJJDP-funded project, or incurred other unfavorable action from OJJDP.
- The Peer Reviewer is currently involved in a project closely associated with the proposed project.
- The aforementioned situations should be considered by the Program Manager before a Peer Reviewer is recommended for a Peer Review Panel, and by the OJJDP support contractor and panelist before the proposed panelist accepts an invitation to serve on a specific review. Should a conflict of interest, or the appearance of a conflict of interest, develop after the individual has been selected, it should be brought to the attention of the Peer Review Coordinator by the Program Manager, Division Director, OJJDP support contractor, or Peer Reviewer.
- During the course of a review, should a Peer Reviewer question that he/she may have a conflict of interest or the appearance of a conflict, the reviewer should immediately notify the Peer Review Coordinator or the support contractor's representative assigned to facilitate the review.

#### **Confidentiality**

Peer Review Panel members, OJJDP staff, and the support contractor must treat as absolutely confidential all application materials, reviewer identities, comments, deliberations, and recommendations of the Peer Review Panel. Panelists are prohibited from providing any information before, during, and after the review regarding their deliberations or recommendations to anyone outside the peer review process. Application materials and information about the Peer Review Panelists' discussion or recommendations on particular applications must not be divulged to, or discussed with, any persons not involved in the review process. Should a Peer Review Panel member receive a request for application materials or information about panel discussions or recommendations, the reviewer must notify the Peer Review Coordinator. Any persons requesting information about the review process, or about a specific application, should be referred to the Peer Review Coordinator.

#### **Informing Applicants of Peer Reviewer Comments**

An unsuccessful applicant may submit a written request for information about the peer review of its proposal, including a summary that specifies the strengths and weaknesses of the application, copies of the panelists' ratings and comment sheets, and a matrix of panelists' scores. Panelist identification is removed from these materials before they are provided to applicants who request them. Requests for information about the peer review of an applicant's proposal should be submitted in writing to the Program Manager. A copy of the request should be forwarded by the Program Manager to the Peer Review Coordinator.

#### Compensation

All Peer Reviewers will be eligible to be paid a consultant fee in accordance with Par. 6c. (2) of this guideline. In addition, Peer Review Panelists are eligible for reimbursement for travel expenses, including a per diem for lodging and meals, as authorized by Section 5703 of Title 5, United States Code. Vouchers and any necessary reimbursement forms will be provided to reviewers by the support contractor.

#### Managing the Peer Review Process

A technical support contractor assists the Peer Review Coordinator with managing the peer review process. The contractor identifies and secures the meeting site, records and summarizes the meeting, and reimburses the panelists for travel, lodging, and consulting fees.

	4/1/91	
SHAY BILCHIK Administrator	Date	

# Appendix C: Contact Lists

## State Advisory Groups, State Planning Agencies, and Juvenile Justice Specialists

As defined in the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, funding is provided to States for the prevention, intervention, and treatment of juvenile delinquency. The Chief Executive Officer is responsible for designating the State agency with the responsibilities for carrying out the requirements of the JJDP Act. In addition, a Juvenile Justice Specialist is appointed and has responsibilities for developing a three-year plan and administering the formula grants program, which provides grants to local units of government and private nonprofit organizations to prevent and control delinquency.

The JJDP Act provides for a State advisory group (SAG), which is appointed by the Chief Executive Officer, consisting of not less than 15 and not more than 33 members who have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of juvenile justice. The Chair of the SAG is designated by the Chief Executive Officer and is responsible for insuring the SAG's participation in the development and implementation of the State's JJDP three-year plan. The following directory lists them by State.

#### **State Advisory Groups**

#### Alabama

Joseph Thomas, Chair 1566 Valley Trail Warrior, AL 35180 205–647–4472 205–879–4495 (Fax)

#### Alaska

Dannie Bolden, Chair Juvenile Justice Committee 1311 Farrow Circle Anchorage, AK 99504 907–250–1680 907–278–1745 (Fax)

#### American Samoa

Rev. Fuaifale Faolui, Chair Criminal Justice Planning Agency Government of American Samoa P.O. Box 3760 Pago Pago, AS 96799 011–684–633–5221 011–684–633–7552 (Fax)

#### Arizona

Dennis Pickering, Acting Chair 1725 West Mountain View Phoenix, AZ 85021 602–861–0625 602–331–0990 (Fax)

#### **Arkansas**

Luke Flesher, Chair Arkansas State Advisory Group 1600 Kent Road North Little Rock, AR 72116 501–682–8934 501–771–6718 (Fax)

#### California

Richard J. Neely, Chair Hinchy, Witte, Wod, Anderson, and Hodges 525 B Street, Suite 1500 San Diego, CA 92101–4401 619–239–1901 619–696–0555 (Fax)

#### Colorado

Robert Pence, Chair 7903 West Friend Street Littleton, CO 80123 303–971–0188 303–971–0188 (Fax)

#### Connecticut

Curtis H. Roggi, Esq., Chair Juvenile Justice Advisory Committee Roggi and Morelli PC 2080 Silas Deane Highway Rocky Hill, CT 06067 860–529–1340 860–520–0312 (Fax)

#### **Delaware**

Gloria Fine, Chair P.O. Box 4306 One Wheelock Lane Wilmington, DE 19087 302–428–1500 302–428–1501 (Fax)

#### District of Columbia

Daria Winter
Board of Parole
300 Indiana Avenue NW., Suite 2100
Washington, DC 20005
202–727–0074
202–724–6183 (Fax)

#### Florida

Peter Roulhac, Chair First Union National Bank of Florida 200 South Biscayne Boulevard 15th Floor Miami, FL 33131 305–789–4812 305–789–4809 (Fax)

#### Georgia

Fern Patterson, Chair 1588 Riverside Drive NE. Gainesville, GA 30501 770–536–9929 770–531–2325 (Fax)

#### Guam

Christine Baleto, Chair P.O. Box 24881 Guam Main Facility, GU 96921 011–671–735–1400 011–671–565–4896 (Fax)

#### Hawaii

Iris Mountcastle, Chair Queen Liliuokalani Children's Center 1791 Wili Pa Loop Wailuku, HI 96793 808–242–8888 808–242–1576 (Fax)

#### Idaho

Judy Felton, Chair 110 Brook Drive Buhl, ID 83316 208–543–4152

#### Illinois

Dallas C. Ingemunson, Chair P.O. Box 578 226 South Bridge Street Yorkville, IL 60560 630–553–5622 630–553–7958 (Fax)

#### Indiana

Gaye Shula, Chair Indiana Juvenile State Advisory Group 4137 North Meridian Indianapolis, IN 46208 317–283–5392 317–232–4979 (Fax)

#### Iowa

Allison Fleming, Chair Juvenile Justice Advisory Council 25 52d Street Des Moines, IA 50312 515–279–5781 515–274–2640 (Fax)

#### Kansas

David Adkins, Chair 8021 Belinder Road Leawood, KS 66206 913–642–7300 913–642–0520 (Fax)

#### Kentucky

John Hodgkin Department of Juvenile Justice 320 West Main Street Frankfort, KY 4060 I 502–564–2738 502–564–4308 (Fax)

#### Louisiana

Bernadine Hall, Chair JJDP Advisory Board 101 Ludwig Street West Monroe, LA 71291 318–323–6644 318–323–6711 (Fax)

#### **Maine**

Priscilla Hare, Chair 36 Wildwood Drive Cape Elizabeth, ME 04107 207–767–3702 207–799–7184 (Fax)

#### Maryland

Martha Ann Mazzone, Chair Lathan and Watkins 1001 Pennsylvania Avenue NW. Suite 1300 Washington, DC 20004–2505 202–637–2218 202–637–2201 (Fax)

#### Massachusetts

Elaine Riley, Chair 495 Revere Beach Boulevard Revere, MA 02151 617–284–2853

#### Michigan

Judge Y. Gladys Barsamian, Chair 12457 Woodgate Drive Plymouth, MI 48170 313–455–6903 313–455–6921 (Fax)

#### Minnesota

Barbara Swanson, Chair Youth Services Bureau 407 South Lake Street Forest Lake, MN 55025 612–464–3685 612–464–3687 (Fax)

#### Mississippi

Alfred Martin, Chair The Greater Youth Service Corporation 5269 Keele Street, Suite B Jackson, MS 39206 601–366–1919 601–366–1979 (Fax)

#### Missouri

Frank Burcham, Chair MO Juvenile Justice Advisory Group 541 Hillsboro Street Farmington, MO 63640 314–431–0344 314–431–3229 (Fax)

#### Montana

Jani McCall P.O. Box 2510 Billings, MT 59103 406–254–6304

#### Nebraska

Kathy B. Moore, Chair Voices for Children in Nebraska 7521 Main Street, Suite 103 Omaha, NE 68144 402–597–3100 402–597–2705 (Fax)

#### Nevada

Willie Smith, Chair Westcare Inc. 401 South Martin Luther King Drive Las Vegas, NV 89106 702–385–2090 702–385–3360 (Fax)

#### **New Hampshire**

Michael Torch, Chair 454 Beaver Road Strafford, NH 03884 603–742–9300 603–742–2517 (Fax)

#### **New Jersey**

Judge B. Thomas Leahy, Chair 2 East Maple Avenue Bound Brook, NJ 08805 908–356–0001 908–356–0001 (Fax)

#### **New Mexico**

Dora Harp, Chair Juvenile Justice Advisory Committee 1 672 Alta Vista Place Las Cruces, NM 88001 505–647–7201 505–552–4941 (Fax)

#### **New York**

Ralph Fedullo, Chair
Juvenile Justice Advisory Group
c/o St. Anne Institute
160 North Main Avenue
Albany, NY 12206
518–437–6501
518–437–6555 (Fax)

#### **North Carolina**

Deborah Lamm Weisel, Chair 16 West Martin Street, Suite 909 Raleigh, NC 27601 919–834–0078 919–834–0049 (Fax)

#### North Dakota

Mark Johnson, Chair c/o ND Association of Counties P.O. Box 417 Bismarck, ND 58502–0417 701–258–4481 701–258–2469 (Fax)

#### Northern Mariana Islands

Donald Barcinas, Chair CNMI Youth Advisory Council P.O. Box 73-CHRB Saipan, MP 96950 011–607–322–0838 011–607–322–6311 (Fax)

#### Ohio

James R. Marsh, Jr., Chair 223 Cavenway Westerville, OH 43081 614–438–7523

#### Oklahoma

Mike Jestes, Chair 6500 Acorn Street Oklahoma City, OK 73149 405–787–7744 405–771–4572 (Fax)

#### Oregon

Jonathan Ater, Chair Ater & Wynn, Attorneys at Law 222 SW. Columbia, Suite 1800 Portland, OR 97201 503–226–1191 503–226–0079 (Fax)

#### Palau

Fumio Rengiil, Chair P.O. Box 339 Koror, PW 96940 011–680–488–1218 011–680–488–1662 (Fax)

#### Pennsylvania

Dr. Ronald Sharp, Chair Alternative Rehabilitation Communities P.O. Box 2131 2743 North Front Street Harrisburg, PA 17105 717–238–7101 717–238–6392 (Fax)

#### **Puerto Rico**

Victor Ramirez, Chair G.P.O. Box 361326 San Juan, PR 00936 787–765–5780 787–722–8615 (Fax)

#### Rhode Island

Brendan Gerrity, Chair Ocean Tides 635 Ocean Tides Road Narragansett, RI 02882 401–789–1016

#### South Carolina

Jesse P. Schaudies, Chair 12 South Point Trail Cat Island Beaufort, SC 29902 803–986–5440 803–986–5445 (Fax)

#### South Dakota

Cheryl Laurenz-Bogue P.O. Box 400 Dupree, SD 57623–0400 605–365–5171 605–365–5204 (Fax)

#### Tennessee

Larry Boyd, Chair 108 South Church Street Rogersville, TN 37857 423–272–3619 423–272–5866 (Fax)

#### **Texas**

Jane Wetzel, Chair Governor's JJDP Advisory Board 4250 Westwave Avenue Dallas, TX 75205 214–521–7515 214–521–0259 (Fax)

#### Utah

Ronald N. Vance, Chair Utah Juvenile Justice Board American Plaza 2 57 West 200 South, Suite 310 Salt Lake City, UT 84101 801–359–9300 801–359–9310 (Fax)

#### Vermont

Bonnie Johnson-Aten, Chair RR 5 Box 90 Montepelier, VT 05602 802–229–9151

#### Virgin Islands

Vacant

#### Virginia

Kenneth T. Cuccinelli II, Chair 6324 Mary Todd Lane Centerville, VA 22020 703–385–9330

#### Washington

Marilee Roloff, Chair 525 West Second Avenue Spokane, WA 99204 509–624–4353

#### West Virginia

Daniel N. Huck, Esq., Chair 1401 Nottingham Road Charleston, WV 25314 304–345–5685 304–345–5689 (Fax)

#### Wisconsin

Kathy M. Arthur, Esq., Chair Governor's Juvenile Justice Commission 1924 Forrest Street Wauwatosa, WI 53213 414–785–0320 414–785–1729 (Fax)

#### Wyoming

Vacant

#### State Planning Agencies and Juvenile Justice Specialists

#### Alabama

Edwin I. Gardner, Director Department of Economic and Community Affairs P.O. Box 5690 401 Adams Avenue Montgomery, AL 36103–5690 334–242–8672 334–242–5099 (Fax)

Don Lee Juvenile Justice Specialist 334–242–5820 334–242–0712 (Fax)

#### Alaska

Judge Karen Perdue, Commissioner Department of Health and Social Services Division of Family and Youth Services P.O. Box 110630 Juneau, AK 99811–0630 907–465–3030 907–465–3397 (Fax)

Patricia Ware Juvenile Justice Specialist 907–465–2112 907–465–3397 (Fax)

#### American Samoa

La'auli A. Filoiali'i, Director Criminal Justice Planning Agency Government of American Samoa P.O. Box 3760 Pago Pago, AS 96799 011–684–633–5221 011–684–633–7552 (Fax)

James C. Keener, Program Manager Juvenile Justice Specialist 011–684–633–5221 011–684–633–7552 (Fax)

#### Arizona

Vacant

Vicki Scott
Juvenile Justice Specialist
Governor's Division for Children
1700 West Washington, Suite 404
Phoenix, AZ 85007
602–542–3191
602–542–4644 (Fax)

#### **Arkansas**

Ruth H. Whitney, Interim Director Department of Human Services Division of Youth Services P.O. Box 1437, Slot 450 Little Rock, AR 72203–1437 501–682–8654 501–682–1339 (Fax)

Cheryl Moten Juvenile Justice Specialist 501–682–1708 501–682–1339 (Fax)

#### California

Ray Johnson, Executive Director Office of Criminal Justice Planning 1130 K Street, LL 60 Sacramento, CA 95814 916–324–9154 916–324–9167 (Fax)

Jo Ann McLevis Juvenile Justice Specialist 916–324–9163 916–324–9167 (Fax)

#### Colorado

William Woodward, Director Division of Criminal Justice Department of Public Safety 700 Kipling Street, Suite 1000 Denver, CO 80215 303–239–4442 303–239–4491 (Fax)

Joseph Thome Juvenile Justice Specialist 303–239–4437 303–239–4491 (Fax)

#### Connecticut

Leonard D'Amico, Under Secretary Office of Policy and Management Policy Development and Planning Division 450 Capitol Avenue, MS #52CPD P.O. Box 341441 Hartford, CT 06134–1441 860–418–6416 860–418–6496 (Fax) Gary Lukasewski Juvenile Justice Specialist 860–418–6320 860–418–6496 (Fax)

#### **Delaware**

James Kane, Executive Director Criminal Justice Council State Office Building, 10th Floor 820 North French Street Wilmington, DE 19801 302–577–3430 302–577–3440 (Fax)

Matthew C. Rubincam Juvenile Justice Specialist 302–577–8727 302–577–3440 (Fax)

#### **District of Columbia**

Margaret E. Quick, Chair Board of Parole 300 Indiana Avenue, NW., Suite 2100 Washington, DC 20005 202–727–0074 202–724–6183 (Fax)

Doris Howard Juvenile Justice Specialist Board of Parole 202–727–0074 202–724–6183 (Fax)

#### Florida

Woodrow W. Harper, Deputy Secretary Department of Juvenile Justice 2737 Centerview Drive Tallahassee, FL 32399–3100 850–921–5807 850–922–2992 (Fax)

Greg Downing Juvenile Justice Specialist 850–488–3302 850–922–2992 (Fax)

#### Georgia

Judy Neal, Executive Director Children and Youth Coordinating Council 10 Park Place South, Suite 410 Atlanta, GA 30303 404–656–1725 404–651–9354 (Fax) Pete Colbenson Juvenile Justice Specialist 404–651–1725 404–651–9354 (Fax)

#### Guam

David G. Dell'Isola, Director Department of Youth Affairs Government of Guam P.O. Box 23672 Guam Main Facility, GU 96921 011–671–734–2597 011–671–734–7536 (Fax)

Edward Chargualaf Juvenile Justice Specialist 011–671–734–3914 011–671–734–7536 (Fax)

#### Hawaii

Bert Y. Matsuoka, Executive Director Department of Human Services Office of Youth Services 1481 South King Street, Suite 223 Honolulu, HI 96814 808–973–9494 808–973–9493 (Fax)

Carol Imanaka Juvenile Justice Specialist 808–973–1026 808–973–9493 (Fax)

#### Idaho

Brent Reinke, Director Department of Juvenile Corrections P.O. Box 83720 400 North 10th Street Boise, ID 83720–0285 208–334–5100 208–334–5120 (Fax)

Sharon Harrigfeld-Hixon Juvenile Justice Specialist 208–334–5111 208–334–5120 (Fax)

#### Illinois

Howard A. Peters III, Director Department of Human Services 100 South Grand Avenue East Springfield, IL 62762–0001 217–557–1601 217–782–3560 (Fax) Anne Studzinski
Department of Children and Family
Services
100 West Randolph Street
Suite 6–100
Chicago, IL 60601
312–814–6880
312–814–5986 (Fax)

#### Indiana

Catherine O'Connor Executive Director Indiana Criminal Justice Institute 302 West Washington Street Room E209 Indianapolis, IN 46204–2767 317–232–1233 317–232–4979 (Fax)

Jeanie Neal Juvenile Justice Specialist 317–232–1233 317–232–4979 (Fax)

#### lowa

Richard G. Moore, Administrator Division of Criminal and Juvenile Justice Planning Agency Lucas State Office Building, First Floor Des Moines, IA 50319 515–242–5816 515–242–6119 (Fax)

Dave Kuker Juvenile Justice Specialist 515–281–3995 515–242–6119 (Fax)

#### Kansas

Albert Murray, Commissioner Juvenile Justice Authority 900 SW. Jackson, Room 600 N Topeka, KS 66612 913–296–4273 913–296–4685 (Fax)

Ron Miller Juvenile Justice Specialist 913–296–0827 913–296–8144 (Fax)

#### Kentucky

Dr. Ralph E. Kelly, Commissioner Kentucky Justice Cabinet Madison Place 320 West Main Street Frankfort, KY 40601–2638 502–564–2738 502–564–4308 (Fax)

Gary Sewell Juvenile Justice Specialist Kentucky Justice Cabinet Bush Building, Second Floor Frankfort, KY 40601–2638 502–564–2738 502–564–4840 (Fax)

#### Louisiana

Michael A. Ranatza, Executive Director Commission on Law Enforcement and Administration of Criminal Justice 1885 Wooddale Boulevard, Room 708 Baton Rouge, LA 70806–1511 504–925–1997 504–925–1998 (Fax)

Gene A. Gautreaux Juvenile Justice Specialist 504–922–1610 504–925–1998 (Fax)

#### Maine

Marty Magnusson, Acting Commissioner Department of Corrections 111 State House Station Augusta, ME 04333 207–287–4360 207–287–4370 (Fax)

Wayne R. Theriault Juvenile Justice Specialist 207–287–4371 207–287–4370 (Fax)

#### Maryland

Michael Sarbanes, Executive Director Governor's Office of Crime Control and Prevention 300 East Joppa Road, Suite 1105 Towson, MD 21286–3016 410–321–3521, ext. 306 410–321–3116 (Fax)

R. Jerel Booker Juvenile Justice Specialist 410–321–3521, ext. 338 410–321–3116 (Fax)

#### Massachusetts

Michael J. O'Toole Acting Executive Director Executive Office of Public Safety Committee on Criminal Justice 100 Cambridge Street, Suite 2100 Boston, MA 02202 617–727–6300, ext. 301 617–727–5356 (Fax)

Carol Dingle Juvenile Justice Specialist 617–727–6300, ext. 319 617–727–5356 (Fax)

#### Michigan

Marva Livingston Hammons, Director Michigan Family Independence 235 South Grand Avenue, Suite 1515 Lansing, MI 48909 517–335–4727 517–373–8471 (Fax)

Ralph Monsma Juvenile Justice Specialist 517–335–6315 517–335–6323 (Fax)

#### **Minnesota**

Byron Zuidema Assistant Commissioner Department of Economic Security 390 North Robert Street, Room 125 St. Paul, MN 55101 612–296–6064 612–296–5745 (Fax)

Jerry Ascher Juvenile Justice Specialist 612–296–8601 612–296–5745 (Fax)

#### Mississippi

Ron Sennett, Executive Director Department of Public Safety Division of Public Safety Planning P.O. Box 23039 401 North West Street, Eighth Floor Jackson, MS 39225–3039 601–359–7880 601–359–7832 (Fax)

Anthony Gobar Juvenile Justice Specialist 601–359–7880 601–359–7832 (Fax)

#### Missouri

Gary B. Kempker, Director Missouri Department of Public Safety Truman Office Building, Room 870 P.O. Box 749 Jefferson City, MO 65102 314–751–4905 314–751–5399 (Fax)

Sandra J. Rempe Juvenile Justice Specialist Jefferson City, MO 65102 314–751–4905 314–751–5399 (Fax)

#### Montana

Ellis E. Kiser, Executive Director Montana Board of Crime Control 303 North Roberts Helena, MT 59620 406–444–3604 406–444–4722 (Fax)

Candice Wimmer Juvenile Justice Specialist 406–444–3651 406–444–4722 (Fax)

#### Nebraska

Allen Curtis, Executive Director Committee on Law Enforcement and Criminal Justice P.O. Box 94946 301 Centennial Mall South Lincoln, NE 68509–4946 402–471–2194 402–471–2837 (Fax)

Jeff Hart Juvenile Justice Specialist 402–471–3687 402–471–2837 (Fax)

#### Nevada

Steve Shaw, Administrator Division of Child and Family Services Department of Human Resources 711 East Fifth Street Carson City, NV 89710–1002 702–687–5982 702–687–4722 (Fax) Larry Carter, Director Juvenile Justice Specialist Youth Parole Board 711 East Fifth Street Carson City, NV 89710–1002 702–687–5911 702–687–1074 (Fax)

#### **New Hampshire**

Nancy L. Rollins, Director
Division for Children, Youth,
and Families
Department of Health and Human
Services
6 Hazen Drive
Concord, NH 03301–6522
603–271–4714
603–271–4729 (Fax)

Pam Sullivan Juvenile Justice Specialist 603–271–4684 603–271-4729 (Fax)

#### **New Jersey**

Paul Donnelly
Division of Criminal Justice
Department of Law and Public Safety
840 Bear Tavern Road C.N. 107
Trenton, NJ 08625
609–530–5203
609–530–5039 (Fax)

Terry Edwards Juvenile Justice Specialist 609–530–5203 609–530–5039 (Fax)

#### **New Mexico**

Heather Wilson, Secretary Children, Youth, and Families Department P.O. Drawer 5160 Santa Fe, NM 85702 505–827–7629 505–827–7914 (Fax)

Richard Lindahl Juvenile Justice Specialist 505–827–7625 505–827–8408 (Fax)

#### **New York**

Edward R. Hallman Executive Deputy Commissioner Division of Criminal Justice Services 4 Tower Place Albany, NY 12203–3702 518–457–6091 518–457–1186 (Fax)

Laurie Stein Juvenile Justice Specialist 518–485–7905 518–457–1186 (Fax)

#### **North Carolina**

Robin L. Lubitz, Executive Director Governor's Crime Commission Department of Crime Control and Public Safety 3824 Barrett Drive, Suite 100 Raleigh, NC 27609–7220 919–571–4736 919–571–4745 (Fax)

Donna Robinson Juvenile Justice Specialist 919–571–4736 919–571–4745 (Fax)

#### **North Dakota**

Alton L. Lick, Director Division of Juvenile Services P.O. Box 1898 Bismarck, ND 58502–1898 701–221–6390 701–328–6651 (Fax)

Terry Traynor
Juvenile Justice Specialist
Division of Juvenile Services
P.O. Box 417
Bismarck, ND 58502–0417
701–258–4481
701–258–2469 (Fax)

#### Northern Mariana Islands

Joaquin T. Ogumoro Executive Director Criminal Justice Planning Agency P.O. Box 1133 CK Saipan, MP 96950 011–607–322–0838 011–607–322–6311 (Fax) John D. Cruz Juvenile Justice Specialist 011–607–322–5092 011–607–322–4560 (Fax)

#### Ohio

Michael L. Lee, Director
Office of Criminal Justice Services
400 East Town Street, Suite 120
Columbus, OH 43215–4242
614–466–0280
614–466–0308 (Fax)
Kristi Mason
Juvenile Justice Specialist
614–466–0306
614–466–0308 (Fax)

#### Oklahoma

Jerry Regier, Director Department of Juvenile Justice Office of Juvenile Affairs P.O. Box 268812 Oklahoma City, OK 73126–8812 405–530–2809 405–530–2890 (Fax)

Lisa Gregg Juvenile Justice Specialist 405–530–2914 405–530–2892 (Fax)

#### Oregon

Lynn N. Fallin, Director Commission on Children and Families 530 Center Street NE., Suite 300 Salem, OR 97310 503–373–1570 503–378–8395 (Fax)

Barbara Carranza Juvenile Justice Specialist Commission on Children and Families 503–373–1570, ext. 235 503–378–8395 (Fax)

#### Palau

Kuniwo Nakamura, President Republic of Palau P.O. Box 100 Koror, PW 96940 011–680–488–2403 011–680–488–1662 (Fax) Elizabeth Oseked Juvenile Justice Specialist 011–680–488–1218 011–680–488–1662 (Fax)

#### Pennsylvania

Richard D. Reeser, Director
Bureau of Program Development
Commission on Crime and
Delinquency
Federal Square Station
P.O. Box 1167
Harrisburg, PA 17108–1167
717–787–8559
717–783–7713 (Fax)

Ruth Williams Juvenile Justice Specialist 717–787–8559, ext. 3030 717–783–7713 (Fax)

#### **Puerto Rico**

Arturo Deliz-Velez, Executive Director Office of Youth Affairs San Jose #252 Old San Juan San Juan, PR 00901 787–725–8920 787–722–8615 (Fax)

Jenitsa Bermejo Juvenile Justice Specialist 787–721–5934 787–722–8615 (Fax)

#### Rhode Island

Joseph E. Smith, Executive Director Governor's Justice Commission 1 Capitol Hill, Fourth Floor Providence, RI 02908 401–277–2620 401–277–1294 (Fax)

Elizabeth Gilheeney Juvenile Justice Specialist 401–277–4494 401–277–1294 (Fax)

#### South Carolina

Sandy Gibson, Interim Administrator Office of Safety and Grants Department of Public Safety 5400 Broad River Road, Modular #16 Columbia, SC 29210–4088 803–896–8710 803–896–8393 (Fax) Randy Grant
Juvenile Justice Specialist
Office of Safety and Grants
Department of Public Safety
5400 Broad River Road, Modular #15
Columbia, SC 29210–4088
803–896–8710
803–896–8714 (Fax)

#### South Dakota

Jeff Bloomberg, Secretary Department of Corrections 115 East Dakota Avenue Pierre, SD 57501–3216 605–773–3478 605–773–3194 (Fax)

Dina Luke Juvenile Justice Specialist 605–945–0118 605–773–3194 (Fax)

#### Tennessee

Linda O'Neal, Executive Director Tennessee Commission on Children and Youth Gateway Plaza, Ninth Floor 710 James Robertson Parkway Nashville, TN 37243–0800 615–741–2633 615–741–5956 (Fax)

Debrah Stafford Juvenile Justice Specialist 615–741–2633 615–741–5956 (Fax)

#### **Texas**

Nancy S. Hugon, Executive Director Criminal Justice Division Office of the Governor P.O. Box 12428 221 East 11th Street Austin, TX 78711 512–463–1919 512–475–2440 (Fax)

Jim Kester Juvenile Justice Specialist 512–463–1919 512–475–2440 (Fax)

#### Utah

S. Camille Anthony, Executive Director Commission on Criminal and Juvenile Justice 101 State Capitol Salt Lake City, UT 84114 801–538–1031 801–538–1528 (Fax)

Susan Burke Juvenile Justice Specialist 801–538–1057 801–538–1024 (Fax)

#### **Vermont**

Ted Mable, Director Vermont Agency of Human Services Planning Division 103 South Main Street Waterbury, VT 05671–0203 802–241–2227 802–241–2979 (Fax)

Renee Kievit-Kylar Juvenile Justice Specialist 802–241–2953 802–241–2979 (Fax)

#### Virgin Islands

Ramon S. Davila, Drug Policy Advisor Law Enforcement Planning Commission 116–164 Sub Base Estate Nisky #6 St. Thomas, VI 00802 809–774–6400 809–776–3317 (Fax)

Flemon Lewis Juvenile Justice Specialist 809–774–6400 809–776–3317 (Fax)

#### Virginia

Joseph B. Benedetti, Director Virginia Department of Criminal Justice Services 805 East Broad Street, 10th Floor Richmond, VA 23219 804–786–8718 804–371–8981 (Fax)

Marion Kelly Juvenile Justice Specialist 804–225–4072 804–371–8981 (Fax)

#### Washington

Gerard Sidorowicz, Assistant Secretary Washington Department of Social and Health Services P.O. Box 45203 Olympia, WA 98504–5203 360–902–8110 360–586–9154 (Fax)

Rosalie McHale Juvenile Justice Specialist 360–902–8110 360–902–0856 (Fax)

#### West Virginia

James M. Albert, Director Criminal Justice and Highway Safety Division Governor's Office of Community and Industrial Development 1204 Kanawha Boulevard East Charleston, WV 25301–2900 304–558–8814, ext. 202 304–558–0391 (Fax)

Angela D. Saunders Juvenile Justice Specialist 304–558–8814, ext. 220 304–558–0391 (Fax)

#### Wisconsin

Steven D. Sell, Executive Director Wisconsin Office of Justice Assistance 222 State Street, Second Floor Madison, WI 53702–0001 608–266–7488 608–266–6676 (Fax)

Raymond J. Luich Juvenile Justice Specialist 608–266–7639 608–266–6676 (Fax)

#### Wyoming

Shirley R. Carson, Director Wyoming Department of Family Services Hathaway Building, Third Floor 2300 Capitol Avenue Cheyenne, WY 82000 307–777–5994 307–777–7747 (Fax)

Renee Arias Juvenile Justice Specialist 307–777–5994 307–777–7747 (Fax)

#### **OMB State Single Points of Contact**

In accordance with Executive Order No. 12372, "Intergovernmental Review of Federal Programs," Section 4, "the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development." This attached listing is the OFFICIAL OMB LISTING. This listing is also published biannually in the Catalog of Federal Domestic Assistance.

#### Alabama

Jon C. Strickland Alabama Department of Economic and Community Affairs P.O. Box 5690 Montgomery, AL 36103–5690 334–242–5483 334–242–4203 (Fax)

#### Arizona

Joni Saad Arizona State Clearinghouse 3800 North Central Avenue 14th Floor Phoenix, AZ 85012 602–280–1315 602–280–8144 (Fax)

#### **Arkansas**

Mr. Tracy L. Copeland, Manager State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 West Seventh Street, Room 412 Little Rock, AR 72203 501–682–1074 501–682–5206 (Fax)

#### California

Kris Belsky, Grants Coordinator Office of Planning and Research 1400 10th Street, Room 121 Sacramento, CA 95814 916–323–7480 916–323–3018 (Fax)

#### Delaware

Francine Booth
State of Delaware Office of
Budget Directives
Thomas Collins Building, Suite 5
540 South DuPont Highway
Dover, DE 19901
302–739–3326
302–739–5661 (Fax)

#### **District of Columbia**

Charles Nichols
Office of Grants Management
and Development
717 14th Street NW., 12th Floor
Washington, DC 20005
202–727–6554
202–727–1645 (Fax)

#### Florida

Keri Akers Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Boulevard Tallahassee, FL 32399 904–414–6576 904–414–0479 (Fax)

#### Georgia

Tom L. Reid III, Administrator Georgia State Clearinghouse 270 Washington Street SW., Eighth Floor Atlanta, GA 30334 404–656–3855 or 404–656–3829 404–656–7901 (Fax)

#### Guam

Giovanni T. Sgambelluri, Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, GU 96910 011–671–472–2285 011–671–472–2825 (Fax)

#### Illinois

Virginia Bova Illinois State Clearinghouse Department of Commerce and Community Affairs 100 West Randolph Street, Suite 3–400 Chicago, IL 60601 312–814–6028 312–814–1800 (Fax)

#### Indiana

Frances Williams
State Budget Agency
21 2 State House
Indianapolis, IN 46204
317–232–2972
317–233–3323 (Fax)

#### Iowa

Steven R. McCann
Division of Community and
Rural Assistance
Iowa Department of Economic
Development
200 East Grand Avenue
Des Moines, IA 50309
515–242–4719
515–242–4809 (Fax)

#### Kentucky

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive
Frankfort, KY 40601–8204
502–573–2382
502–573–2512 (Fax)

#### Maine

Joyce Benson State Planning Office State House Station 38 Augusta, ME 04333 207–287–3261 207–287–6489 (Fax)

#### Maryland

Linda Janey, Manager State Clearinghouse for Intergovernmental Assistance Maryland Office of Planning 301 West Preston Street, Room 1104 Baltimore, MD 21201–2365 410–767–4490 410–767–4480 (Fax)

#### Michigan

Richard Pfaff
Regional Review Coordinator
Southeast Michigan Council
of Governments
660 Plaza Drive, Suite 1900
Detroit, MI 48226
313–961–4266
313–961–4869 (Fax)

#### Mississippi

Cathy Mallette Clearinghouse Officer Department of Finance and Administration 455 North Lamar Street Jackson, MS 39202–3087 601–359–6762 601–359–6764 (Fax)

#### Missouri

Lois Pohl Federal Assistance Clearinghouse Office of Administration Jefferson Building, Room 915 P.O. Box 809 Jefferson City, MO 65102 573–751–4834 573–751–7819 (Fax)

#### Nevada

John P. Comeaux, Director Department of Administration State Clearinghouse Capitol Complex Carson City, NV 89710 702–687–4065 702–687–3983 (Fax)

#### **New Hampshire**

Mike Blake, Director New Hampshire Office of State Planning Attn: Intergovernmental Review Process 2½ Beacon Street Concord, NH 03301 603–271–2155 603–271–1728 (Fax)

#### **New Jersey**

Peter Roselli
Office of Management and Budget
33 West State Street
CN 211, Seventh Floor
Trenton, NJ 08625
609–984–5404
609–984–8498 (Fax)

#### New Mexico

Mick Mandel Local Government Division Bataan Memorial Building Santa Fe, NM 87503 505–827–4991 505–827–3861 (Fax)

#### **New York**

New York State Clearinghouse Division of the Budget State Capitol Albany, NY 1 2224 518–474–1605

#### North Carolina

Chrys Baggett, Director North Carolina State Clearinghouse Office of the Secretary of Administration 116 West Jones Street, Suite 5106 Raleigh, NC 27603–8003 919–733–7232 919–733–9571 (Fax)

#### **North Dakota**

James Boyd North Dakota Single Point of Contact Office of Intergovernmental Assistance 600 East Boulevard Avenue Bismark, ND 58505–0170 701–328–2094 701–328–2308 (Fax)

#### Northern Mariana Islands

Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 011–607–664–2289 011–607–644–2272 (Fax)

#### Ohio

(State Agency Applications Only) Linda Wise State Clearinghouse Office of Budget and Management 30 East Broad Street, Floor 34 Columbus, OH 43266–0411 614–466–2000 614–466–5400 (Fax)

#### **Puerto Rico**

Norma Burgos, Chair Jose E. Caro, Director Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, PR 00940–1119 787–727–4444 or 787–723–6190 787–724–3270 (Fax) or 787–724–3103 (Fax)

#### Rhode Island

Kevin J. Nelson, Associate Director Department of Administration Rhode Island Division of Planning 1 Capitol Hill, Floor 4 Providence, RI 02908–5870 401–222–2093 401–277–2083 (Fax)

#### South Carolina

Omeagia Burgess Office of State Budget 1122 Lady Street, 12th Floor Columbia, SC 29201 803–734–0494 803–734–0356 (Fax)

#### **Texas**

Tom Adams, Director Intergovernmental Coordination Governor's Office P.O. Box 12428 Austin, TX 787 | 1 512–463–177 | 512–463–1880 (Fax)

#### Utah

Carolyn Wright
Utah State Clearinghouse
Governor's Office of Planning
and Budget
State Capitol, Room 116
Salt Lake City, UT 84114
801–538–1535
801–538–1547 (Fax)

#### Virgin Islands

Nellon L. Bowry, Director Office of Management and Budget Garden Station, Floor 2 41 Norregade Emancipation St. Thomas, VI 00802 809–774–0750 809–776–0069 (Fax)

#### West Virginia

Delores Lewis Community Development Division WV Development Office Building 6, Room 553 Charleston, WV 25305 304–558–4010 304–558–3248 (Fax)

#### Wisconsin

Martha Kerner, Section Chief State/Federal Relations Wisconsin Department of Administration P.O. Box 7868 101 East Wilson Street, Floor 6 Madison, WI 53707 608–266–2125 608–267–6931 (Fax)

#### Wyoming

Larry Stolz, Chief Information Officer Information Planning and Coordination Office Emerson Building, Room 214 Cheyenne, WY 82002 307–777–6410 307–777–3696 (Fax)

# Juvenile Justice Clearinghouse





# Looking for Information on Funding Opportunities?

The Clearinghouse can point you toward resources and link you with information about available grant monies and funding opportunities. Click on the "Grants and Funding" section of OJJDP's Home Page (www.ncjrs.org/ojjhome.htm) for the latest information on:

- **♦** Current funding and new initiatives
- **♦** Award announcements and grantee news
- ◆ Program guidelines, regulations, and application forms

You'll also find helpful links to funding announcements from other Federal agencies as well as private sector organizations. Following is a sample of links from the OJDP Web site:

#### **Office of Justice Programs**

www.ncjrs.org/fedgrant.htm

#### **National Institute of Corrections**

www.bop.gov/nicpg/nicmain.html

### Administration for Children and Families/Social Services Block Grants

www.acf.dhhs.gov/programs/ssbg/index.html

#### **NIDA Grants and Contracts**

www.nida.nih.gov/NIDAHome.html#Grants

#### **NIH Grants and Contracts**

www.nih.gov/grants

#### **Education and Outreach**

www.doi.gov/doi\_edu.html

#### **Commerce Business Daily**

www.govcon.com

#### Office of the Federal Register

www.access.gpo.gov/nara/index.html

#### The Foundation Center

fdncenter.ora



#### **Publications From OJJDP**

OJJDP produces a variety of publications that range from Fact Sheets and Bulletins to Summaries, Reports, and the Juvenile Justice journal along with videotapes, including broadcasts from the juvenile justice telecommunications initiative. The documents and videotapes are available through a variety of means, including hard copy and online through OJJDP's Web site and the Juvenile Justice Clearinghouse (JJC). Fact Sheets and Bulletins are also available through Fax-on-Demand. To ensure timely notice of new publications, subscribe to JUVJUST, OJJDP's electronic mailing list. Contact information for the OJJDP Web site, JJC, and instructions for subscribing to JUVJUST are noted below. In addition, JJC, through the National Criminal Justice Reference Service (NCJRS), is the repository for tens of thousands of criminal and juvenile justice publications and resources from around the world. They are abstracted and made available through a data base, which is searchable online (www.ncjrs.org/ database.htm). You are also welcome to submit materials to JJC for inclusion in the data base.

The following list highlights popular and recently published OJJDP documents and videotapes, grouped by topical area.

#### **Corrections and Detention**

Beyond the Walls: Improving Conditions of Confinement for Youth in Custody. 1998, NCJ 164727 (116 pp.).

Boot Camps for Juvenile Offenders. 1997, NCJ 164258 (42 pp.).

Conditions of Confinement Teleconference (Video). 1993, NCJ 147531 (90 min.), \$14.00.

Effective Programs for Serious, Violent and Chronic Juvenile Offenders Teleconference (Video). 1996, NCJ 160947 (120 min.), \$17.00.

Juvenile Arrests 1996. 1997, NCJ 167578 (12 pp.).

Juvenile Boot Camps Teleconference (Video). 1996, NCJ 160949 (120 min.), \$17.00.

#### Courts

Has the Juvenile Court Outlived Its Usefulness? Teleconference (Video). 1996, NCJ 163929 (120 min.), \$17.00.

Offenders in Juvenile Court, 1995. 1997, NCJ 167885 (12 pp.).

RESTTA National Directory of Restitution and Community Service Programs. 1998, NCJ 166365 (500 pp.), \$33.50.

#### **Delinquency Prevention**

1996 Report to Congress: Title V Incentive Grants for Local Delinquency Prevention Programs. 1997, NCJ 165694 (100 pp.).

Allegheny County, PA: Mobilizing To Reduce Juvenile Crime. 1997, NCJ 165693 (12 pp.).

Combating Violence and Delinquency: The National Juvenile Justice Action Plan (Report). 1996, NCJ 157106 (200 pp.).

Combating Violence and Delinquency: The National Juvenile Justice Action Plan (Summary). 1996, NCJ 157105 (36 pp.).

Communities Working Together Teleconference (Video). 1996, NCJ 160946 (120 min.), \$17.00.

Keeping Young People in School: Community Programs That Work. 1997, NCJ 162783 (12 pp.).

Mentoring—A Proven Delinquency Prevention Strategy. 1997, NCJ 164834 (8 pp.).

Mentoring for Youth in Schools and Communities Teleconference (Video). 1997, NCJ 166367 (120 min.), \$17.00 Mobilizing Communities To Prevent Juvenile Crime. 1997, NCJ 165928 (8 pp.).

Reaching Out to Youth Out of the Education Mainstream. 1997, NCJ 163920 (12 pp.).

Serious and Violent Juvenile Offenders. 1998, NCJ 170027 (8 pp.).

Treating Serious Anti-Social Behavior in Youth: The MST Approach. 1997, NCJ 165151 (8 pp.).

Youth Out of the Education Mainstream Teleconference (Video). 1996, NCJ 163386 (120 min.), \$17.00.

Youth-Oriented Community Policing Teleconference (Video). 1996, NCJ 160947 (120 min.), \$17.00.

#### Gangs

1995 National Youth Gang Survey. 1997, NCJ 164728 (41 pp.).

Gang Members and Delinquent Behavior. 1997, NCJ 165154 (6 pp.).

Youth Gangs in America Teleconference (Video). 1997, NCJ 164937 (120 min.), \$17.00.

#### **General Juvenile Justice**

Comprehensive Juvenile Justice in State Legislatures Teleconference (Video). 1998, NCJ 169593 (120 min.), \$17.00.

Guidelines for the Screening of Persons Working With Children, the Elderly, and Individuals With Disabilities in Need of Support. 1998, NCJ 167248 (52 pp.).

Juvenile Justice, Volume III, Number 2. 1997, NCJ 165925 (32 pp.).

Juvenile Justice, Volume IV, Number 2. 1997, NCJ 166823 (28 pp.).

Juvenile Justice, Volume V, Number 1. 1998, NCJ 170025 (32 pp.).

Juvenile Justice Reform Initiatives in the States 1994–1996. 1997, NCJ 165697 (81 pp.).

A Juvenile Justice System for the 21st Century. 1998, NCJ 169726 (8 pp.).

Juvenile Offenders and Victims: 1997 Update on Violence. 1997, NCJ 165703 (32 pp.).

Juvenile Offenders and Victims: A National Report. 1995, NCJ 153569 (188 pp.).

Sharing Information: A Guide to the Family Educational Rights and Privacy Act and Participation in Juvenile Justice Programs. 1997, NCJ 163705 (52 pp.).

#### Missing and Exploited Children

Court Appointed Special Advocates: A Voice for Abused and Neglected Children in Court. 1997, NCJ 164512 (4 pp.).

Federal Resources on Missing and Exploited Children: A Directory for Law Enforcement and Other Public and Private Agencies. 1997, NCJ 168962 (156 pp.).

In the Wake of Childhood Maltreatment. 1997, NCJ 165257 (16 pp.).

Portable Guides to Investigating Child Abuse: An Overview. 1997, NCJ 165153 (8 pp.).

When Your Child Is Missing: A Family Survival Guide. 1998, NCJ 170022 (96 pp.).

#### Status Offenders

Curfew: An Answer to Juvenile Delinquency and Victimization? 1996, NCJ 159533 (12 pp.).

Truancy: First Step to a Lifetime of Problems. 1996, NCJ 161958 (8 pp.).

#### **Substance Abuse**

Beyond the Bench: How Judges Can Help Reduce Juvenile DUI and Alcohol and Other Drug

Violations (Video and discussion guide). 1996, NCJ 162357 (16 min.), \$17.00.

Capacity Building for Juvenile Substance Abuse Treatment. 1997, NCJ 167251 (12 pp.).

Drug Identification and Testing in the Juvenile Justice System. 1998, NCJ 167889 (92 pp.).

Juvenile Offenders and Drug Treatment: Promising Approaches Teleconference (Video). 1997, NCJ 168617 (120 min.), \$17.00.

Preventing Drug Abuse Among Youth Teleconference (Video). 1997, NCJ 165583 (120 min.), \$17.00.

#### **Violence and Victimization**

Child Development—Community Policing: Partnership in a Climate of Violence. 1997, NCJ 164380 (8 pp.).

Combating Fear and Restoring Safety in Schools. 1998, NCJ 167888 (16 pp.).

Conflict Resolution Education: A Guide to Implementing Programs in Schools, Youth-Serving Organizations, and Community and Juvenile Justice Settings. 1996, NCJ 160935 (134 pp.).

Conflict Resolution for Youth Teleconference (Video). 1996, NCJ 161416 (150 min.), \$17.00.

Developmental Pathways in Boys' Disruptive and Delinquent Behavior. 1997, NCJ 165692 (20 pp.).

Epidemiology of Serious Violence. 1997, NCJ 165152 (12 pp.).

Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders. 1995, NCJ 153571 (6 pp.). Reducing Youth Gun Violence Teleconference (Video). 1996, NCJ 162421 (120 min.), \$17.00.

#### Youth in Action

Planning a Successful Crime Prevention Project. 1998, NCJ 170024 (28 pp.).

The Office of Juvenile Justice and Delinquency Prevention Brochure (1996, NCJ 144527 (23 pp.)) offers more information about the agency.

The *OJJDP Publications List* (BC000115) offers a complete list of OJJDP publications and is also available online.

Through OJJDP's Clearinghouse, these publications and other information and resources are as close as your phone, fax, computer, or mailbox.

#### Phone:

800-638-8736

(Monday-Friday, 8:30 a.m.-7:00 p.m. ET)

#### Fax:

301-519-5212

#### Fax-on-Demand:

800-638-8736, select option 1, select option 2, and listen for instructions

#### Online:

#### OJJDP Home Page:

www.ncjrs.org/ojjhome.htm

#### E-Mail

askncjrs@ncjrs.org JUVJUST Mailing List: e-mail to listproc@ncjrs.org leave the subject line blank type subscribe juvjust your name

#### Mail:

Juvenile Justice Clearinghouse/NCJRS, P.O. Box 6000, Rockville, MD 20849–6000

#### **U.S. Department of Justice**

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

Washington, DC 20531

Official Business

Penalty for Private Use \$300

FIRST CLASS U.S. POSTAGE PAID DOJ/OJJDP Permit No. G–91



